

Town of Hillsborough Water & Sewer Commission
April 25, 2023 Meeting Minutes

The meeting was called to order at 6:00 p.m. Present were Commissioners Peter Mellen, Dave Lewis and Dana Clow; and, Penny Griffin, Water and Sewer Administrator.

1. The group discussed the proposed Town's Myrtle Street paving project. Penny Griffin advised the Commissioners that Highway Foreman, Ernie Butler, contacted Cody Boisvert to advise him that there has been a change from the original plan to overlay Myrtle Street to add drainage that needs to be replaced. The new plan is to grind the existing pavement so the drainage can be replaced. Ernie also requested Cody to valve off the affected sections of water main under Myrtle Street to allow drainage replacement. The Commissioners noted that Myrtle Street has been identified as a high priority area for sewer main replacement in the sewer asset management plan and would likely be proposed by the Commission to be the next combined Town/HWSC road reconstruction project within the next 5 to 6 years. Penny Griffin will contact Ernie Butler to obtain more details about his plans for this spring for Myrtle Street renovations and relay the information to the Commissioners.
2. Recent water disruptions to commercial customers due to water main flushing was discussed. All agreed that going forward, the flushing of the mains in the downtown area is to be done at night to limit the disruptions to businesses. Multiple, condensed schedule related HWSC activities caused this spring flushing event to be held during daytime hours.
3. Underwood Engineers Engineering Services Request (ESR) No. 43 Maximum Allowable Headworks Loading Evaluation for \$15,000 was reviewed and authorized.
4. A discussion was held regarding clarifying some personnel policy items. Commissioner Dana Clow will review the current policy and draft some potential clarification wording for the board to review at an upcoming meeting.
5. The status of the valve at the Bible Hill reservoir that needed repair last year was briefly discussed. The Commissioners will speak with Cody Boisvert about it at the next meeting he attends.
6. The Commissioners asked Penny Griffin to request that Cody Boisvert attend an upcoming meeting to present the water plant sand replacement project plan of action with proposed schedule as requested at the March 9, 2023, meeting.
7. The Commissioners asked Penny Griffin to request Paul Dutton to attend the next Commissioners meeting to discuss the status of previously authorized projects and his plans for projects this summer.
8. Commissioner Mellen motioned to increase the sewer rates by 25% - the current sewer unit rate being \$120 per unit per quarter will increase to \$150 per unit per quarter beginning with the May 2023 billing warrant. The increase was recommended by Underwood Engineers as part of the sewer rate study completed last year. Commissioner Dave Lewis seconded the motion. All voted in favor.

9. The recent operation of the water service line valve at 126 West Main Street by an unauthorized person was discussed. A letter advising the owners of the regulations prohibiting such acts and the penalties for doing so was drafted and signed by the Commissioners.
10. The Commissioners reviewed and authorized the following:
 - a. 2023 AP Vouchers #8 W= \$13,923.10 & S= \$14,274.52
 - b. 4/13/2023 Meeting Minutes
 - c. Timecards

Commissioner Dana Clow motioned to adjourn the meeting. Commissioner Dave Lewis seconded the motion. All voted in favor.

Meeting adjourned at 8:30 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen

Dave Lewis

Dana Clow
Water and Sewer Commissioners