

Town of Hillsborough Water & Sewer Commission
May 23, 2023 Meeting Minutes

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

1. The group reviewed and discussed a quote from United Ag & Turf for a John Deere tractor to be used for the sand replacement project at the water treatment facility. Commissioner Dave Lewis stated that there are some items that he would like to clarify in the quote; he will contact the John Deere representative directly.
2. A quote from Power Up Generator Service Inc. to replace a failed block heater on the generator at the water treatment facility was reviewed. It was noted that the block heater on this generator had been replaced in December 2021 as well. The Commissioners authorized the current quote.
3. Cody Boisvert, Water Operator, advised the Commissioners that Tom Willis Jr., PE of NHDES completed the Sanitary Survey at the water treatment facility today. He stated that there were no major concerns found and Mr. Willis has a couple of suggestions that he will provide in the Sanitary Survey follow-up letter.
4. The group discussed the recent state paving of a portion of Route 149. Cody Boisvert stated that he will now clean out all the valve boxes from dirt and debris.
5. Cody Boisvert stated that he will be repairing the hydrant that was hit by a car on Henniker Street across from Hillsboro Dinner.
6. Commissioner Peter Mellen asked Cody Boisvert about the status of the valve in the Bible Hill reservoir that prior Commissioner, Chris Sieg helped him fix last year. Cody stated that the gear box was replaced, and he also has a spare one. Commissioner Dave Lewis asked if the seals are bad on the valve allowing the water to get in that caused that last issue. Cody Boisvert replied that he is not sure, but it is not steadily leaking. The group discussed the possibility of replacing the valve in the future to eliminate the leaking possibility. Cody stated that they do not make the valve that is currently installed so they would not be able to replace it in kind; he will have to look into options.
7. The new shed at the Bible Hill reservoir was discussed. The shed and electrical work are complete. Cody stated that the sample points still need to be moved into it and skirting needs to be installed; he will attempt completing both of these items himself.
8. Mowing of easements was discussed. Cody Boisvert will contact Mike Barrett to arrange for that to be done. Cody stated that he and Alex Mellen will be clearing the water line easement behind Rite Aid as it has not been cleared in the past and once done it will be added to the annual easement mowing list. He also stated that there is a large tree on that easement that will need to be removed by a tree cutting company. The Commissioners approved Cody to move forward with having the tree removed.
9. Cody advised the Commissioners that on Sunday, May 21, there was a sewer overflow on Whittemore Street. He noted that there were several loose bricks in the SMH structure and Paul Dutton, wastewater operator, intends to have the sewer main tv'd to assess that no bricks have fallen in causing the backup.
10. Cody Boisvert asked the Commissioners if they had made any decisions regarding his personnel request. Commissioner Peter Mellen stated that they are still working on it; they are looking at options that are best for all vehicles, both Town and personal-owned

7:00 pm Cody Boisvert left the meeting.

11. The Commissioners reviewed a Change of Use form for 3 School Street. The applicant is changing the space from an office to a salon with one employee. It was noted that the building already has a backflow device installed on the water service line that is tested bi-annually per requirements so nothing further is needed. Commissioner Dana Clow motioned to approve the Change of Use as submitted. Commissioner Dave Lewis seconded the motion. All voted in favor.
12. The Commissioners reviewed a Change of Use form for 24 Henniker Street. The applicant is changing the space from the approved one office, one apartment, and a 38-seat restaurant (total current sewer billing units 5) to one retail space and one apartment. Commissioner Dana Clow motioned to approve the Change of Use as submitted. Commissioner Dave Lewis seconded the motion. The total number of sewer billing units will change from 5 to 2. All voted in favor.
13. Commissioner Peter Mellen asked Penny Griffin if new ties have been taken for 10 West Main Street as it is being torn down. Penny Griffin stated that they have not been done yet; she will ask Cody Boisvert to create them. Commissioner Dave Lewis suggested he use the sewer manholes in the area to take the ties as those will not change.
14. The Commissioners reviewed and authorized the following:
 - a. 2023 AP Vouchers #10 W= \$8,644.24 & S= \$24,646.39
 - b. 5/11/2023 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 8:00 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