

Town of Hillsborough Water & Sewer Commission
January 11, 2024 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. Wastewater operator Paul Dutton was expected but did not appear.
2. The group briefly discussed the West Main Street generator status. It was noted that we are still waiting for quotes for a replacement. Penny Griffin will reach out to the vendors who have visited the site for an update on proposals.
3. The Commissioners asked Penny Griffin to contact Vaillancourt Fuels for recommendations of vendors to remove the buried diesel fuel tank at the West Main Street pump station.
4. The Commissioners requested that Penny Griffin forward background reports to Laura Buono to be distributed to the Economic Development Committee (EDC) members ahead of Commissioners attendance of the January 17, 2024 EDC meeting where they will be discussing the need to implement a System Development Charge to new and expanded service requests. These reports are:
 - a. the 2016 Sewer System Accessibility Fee study prepared by Hoyle Tanner and Associates; and
 - b. the 2022 Sewer Rate Study and System Development Charge Recommendation report prepared by Underwood Engineers
5. The Commissioners reviewed correspondence from Chad Branon, Fieldstone Land Consultants requesting approval to start construction of the water main serving the two work-force buildings. The Commissioners noted the following outstanding items that still need to be addressed and requested Penny Griffin contact them to address the items:
 - The Bond has not been received yet.
 - Notes on the plans stated that there would be a pre-construction meeting which has not happened yet. The Commissioners request it be held with the contractor's on-site superintendent, our water operator - Cody Boisvert, Commissioner Dave Lewis and Chad Branon be in attendance. The Commissioners also request a minimum of 2 days' notice to ensure our availability.
 - The Commission will require the resume of any other inspector for review and approval before someone other than yourself is on-site for inspection.
 - The Commissioners also reaffirmed their inspection reporting requirements that were sent in a December 7, 2023, email. Once construction of the water and sewer begins, typed field reports, outlining construction progress and photos, shall be forwarded by the inspector to the Applicant and HWSC on a daily basis.
6. An estimate to remove a tree on the Blair Avenue sewer easement was reviewed. The Commissioners asked Penny Griffin to obtain more information regarding the size and location of the tree. The Commissioner will discuss it at a future meeting.
7. A discussion was held regarding the cost of electricity for the water and sewer operations. The Commissioners requested that Penny Griffin obtain updated rates

from Ryan Polson of Standard Power, who recently worked with the Selectmen on the delivery charges for other Town buildings.

8. The Commissioners reviewed and authorized the following:
 - a. 2023 AP Vouchers #23 W= \$16,784.57 & S= \$41,210.94
 - b. 2023 AP Vouchers #1A W= \$19,036.38 & S= \$8,240.26
 - c. 2024 AP Vouchers #1 W= \$17,601.27 & S= \$8,068.28
 - d. 12/14/2023 Meeting Minutes
 - e. Timecards

9. 2024 water and sewer budgets were reviewed and discussed.

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

Meeting adjourned at 10:00 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