

Town of Hillsborough Water & Sewer Commission
September 8, 2016 Meeting Minutes

Meeting called to order 6 pm. Present were Commissioners Peter Mellen, Herm Wiegelman and Chris Sieg; and, Penny Griffin, Administrator.

Commissioner Mellen advised the other Commissioners that he met with Laura Buono, Robyn Payson and Selectman Jim Bailey, per discussions at their last meeting, to review the proposed developer agreement with them so that they are aware of the terms and the impact it will have on available capacity. Commissioner Mellen stated that they all understood the impacts it will have and agreed with the provisions of the agreement. A discussion was held regarding the signing of the agreement. Commissioner Mellen motioned to ask Mr. Black to attend the next Commissioners meeting on September 27 and if he brings with him the permit application for building 1 accompanied with the permit fees of \$7500 to the Water Commission and \$7500 to the Sewer Commission and the escrow check in the amount of \$16,000 as outlined in the agreement the Commission will enter into the revised developer agreement as supplied by their attorney on August 25, 2016. Commissioner Wiegelman seconded the motion. Commissioner Sieg stated that he is uncomfortable with the agreement as it is tying up most of the available capacity for a period of time without paying for it. He explained that the agreement will be holding \$75,000 worth of capacity for \$15,000. He continued, saying that he feels the Commission is giving away something of value and that may not be what is best for the town as it limits any other development that may want to come in during that time. Commissioner Mellen stated that he asked Robyn Payson if she had any prospective developers looking to build in Hillsborough and she stated that at this time she does not. Commissioner Sieg stated that he would more willing to sign the agreement if the developer paid for all the capacity they are requiring to be held or if the Commission were only holding the capacity for a year. Commissioner Mellen stated that he spoke with Michelle Barden of EPA regarding the status of the wastewater permit. Ms. Barden stated she will begin processing the application at the end of September and the approval process typically takes a year to be completed. Commissioner Mellen stated that timeline could make more capacity available within a year of the agreement. Commissioner Sieg stated that if the new permit were in place with the new capacity limit of 600,000 gpd he would also be more agreeable. Commissioner Mellen called for a vote on the motion. Commissioner Wiegelman and Commissioner Mellen voted yes; Commissioner Sieg abstained. The Commissioners asked Penny Griffin to notify Mr. Black of their decision and invite him to their next meeting.

The Commissioners reviewed a Change of Use Application for 5 Depot Street to add a second apartment to the building for an increase of 225 gpd sewer capacity. Commissioner Mellen motioned to approve the increase request as presented on the Change of Use application. Commissioner Sieg seconded the motion. All voted in favor.

The Commissioners reviewed and authorized the August 25, 2016 meeting minutes, AP vouchers number 17 for water in the amount of \$9,015.73 and sewer in the amount of \$19,399.60; and, time cards.

The Commissioners held a discussion regarding the offer to purchase a loaned flow meter. The Commissioners agreed that they did not wish to purchase the unit and Joe Damour should go forward with returning the unit.

Penny Griffin advised the Commissioners that WSO+ trucked water from our system to Emerald Lake today per the agreement in place between the Commission and Emerald Lake.

Penny Griffin reported to the Commissioners that she spoke with Local Government Center legal department regarding their question of having to advertise for a water operator position if they already have a candidate with the required licenses. They advised to look at the hiring policy of the Town but they could be justified in hiring direct due to the technical requirements of the position.

The Commissioners discussed the next steps in implementing the revised restaurant billing ordinance. The Commissioners agreed that sending letters to the restaurant owners explaining the revisions prior to a public hearing would be appropriate. The Commissioners will review the drafted letter at their next meeting.

The Commissioners discussed how to move forward with the implementation of the proposed accessibility fee structure. The Commissioners agreed that another meeting is in order and, as they have not received any feedback from their first meeting regarding at what rate to implement the fees at, they will discuss at a future meeting a rate they deem appropriate to present at the next informational meeting.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Mellen seconded the motioned. All voted in favor. Meeting adjourned 8:30 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes Approved
by: Date:

Peter Mellen, Chairman

Herm Wiegelman

Chris Sieg
Water and Sewer Commissioners
Town of Hillsborough