

**Town of Hillsborough Water & Sewer Commission  
August 13, 2020 Meeting Minutes**

Meeting called to order 6:00 p.m. Present were Commissioners Peter Mellen, Chris Sieg and Dave Lewis; and, Penny Griffin, Administrator.

The Commissioners reviewed the water easement document for 224 Bible Hill Road as the current owner would like to discuss filling in holes and installing an electric horse fence in the area. It was agreed that gates would need to be installed to allow access over the easement for maintenance. Commissioner Mellen will coordinate with Cody Boisvert, the water operator, and schedule a visit to discuss the issue with the property owner.

The group reviewed the Loon Pond ordinance and watershed rules. It was agreed that the documents need review and edits for clarification. It was noted that any revisions will need to be submitted per the policy for a future town meeting.

The group reviewed and approved a letter to Loon Pond abutters with the rules and regulations included to educate them as to what is and is not allowed and how important it is to protect the Town's drinking water.

The Commissioners reviewed a draft sign for Loon Pond access at the water plant. The Commissioners conditionally approved Penny Griffin to order the sign to read:

"HOURS OF USE AT THIS LOON POND ACCESS  
6 A.M. to 9 P.M.  
VIOLATORS WILL BE TICKETED  
Per Code of the Town of Hillsborough Chapter 160-8 J(21)  
An unauthorized person shall not enter upon or remain on  
Hillsborough town property adjacent to Loon Pond between  
The hours of 9 p.m. and 6 a.m."

The condition being to verify the appropriate wording for the line "VIOLATORS WILL BE TICKETED" with the Hillsborough Police Chief, Dave Roarick.

Deficiencies found with the boiler at the water plant during the August 5 inspection by Travelers Boiler Re for the town insurance company, Primex, were discussed. Penny Griffin stated that Paul Dutton is speaking with Hilltop Heating to get a proposal as they typically work on the system. All agreed to have Cody Boisvert obtain a second proposal and review the results of both at the next meeting.

Commissioner Sieg reported that he has been unable to repair the broken UV system display screen. The group authorized the purchase of the proposed replacement from Atlantium.

A spare parts list for the PLC at the water treatment plant PLC was reviewed. At this time, the Commission will hold off on the purchase of the items.

The Commissioners reviewed pricing for a new computer for the water treatment plant. Commissioner Sieg asked if the unit quoted by Veteran Technology includes Microsoft Office. Penny Griffin confirmed with Brad Rohde of Veteran Technology that it is included.

The Commissioners authorized the purchase of the computer from Veteran Technology as quoted.

The group discussed the updating of the wastewater treatment plant computer and the commission office computer. They requested Penny Griffin to ask Veteran Technology if there is a bulk discount if three (3) are purchased together.

Commissioner Sieg reported that finding a kayak to purchase for Cody Boisvert, the water operator, to use to observe the pond surroundings is proving to be more difficult than expected. Commissioner Sieg will continue to investigate options but suggested it may be next spring before the purchase can be made.

The concept of installing a bathroom at the water plant was discussed. As sewer is not available at that property a septic system would need to be installed; the guesstimate of \$15,000 was given for a septic system. Current setbacks were also discussed as they would impact the septic installation. The group will continue to brainstorm how to have a bathroom installed at the water plant at future meetings.

Commissioner Lewis stated that the trees that were planted at the old chlorination station on Bible Hill last year that did not survive have been replaced by Camerons under warranty.

A quote from Geoff Browning for repairs at the water plant was reviewed and approved. Penny Griffin will contact Mr. Browning for a schedule so the group can try and coordinate a painter before cold weather.

The Commissioners reviewed and authorized the following:

- July 28, 2020 meeting minutes
- 2020 AP vouchers #15
  - o Water \$18,620.04
  - o Sewer \$20,685.08
- Timecards
- 2020 3<sup>rd</sup> issue billing warrants
  - o Water Hillsborough - \$225,142.99
  - o Water Deering - \$5,474.10
  - o Sewer - \$215,334.78

Commissioner Sieg motioned to adjourn the meeting. Commissioner Lewis seconded the motioned.

All voted in favor.

Meeting adjourned 8:00 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by:

Date:

Peter Mellen, Chairman

Chris Sieg

Dave Lewis  
Water and Sewer Commissioners