

Town of Hillsborough Water & Sewer Commission August 24, 2021 Meeting Minutes

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

Also in attendance was Sara Auger, Emerald Lake Village District Commission Chairman.

Sara Auger advised the Commission that she was here to start an initial conversation going about potentially connecting to the Town water supply, a long-term plan. The Commissioners conveyed that they are not opposed to the idea. Sara Auger shared with the Commissioners a portion of their recently completed asset management report, by Wright-Pierce Engineers, that discusses possible route options for Emerald Lake to create an interconnection with a nearby municipal system. Commissioner Peter Mellen suggested another possible route option for Wright-Pierce Engineers to look into as it could be a shorter distance than others proposed. Cody Boisvert suggested that a booster pump station could possibly be needed. All agreed that elevation would be a factor in conceptual planning. Billing for water provided to Emerald Lake was briefly discussed. The Commissioners stated that a master meter would need to be installed at the point of connection and a bill for total metered usage would be billed to Emerald Lake Village District; the district can then bill their customers. It was also noted that the Emerald Lake District would continue to need their own water system operators as the Hillsborough water department is not staffed to take over the operations and maintenance of their system.

6:35 pm Sara Auger thanked the Commissioners for their time and suggestions and left the meeting.

The group discussed the Church/West Main Street valve replacement project scheduled for September 2. Penny Griffin advised that notices of the water service interruption went out with the bills on August 15 and the notice will also be posted in the Messenger newspaper, on the Town's bulletin boards, the web page and Facebook beginning this week.

Cody Boisvert told the Commissioners that he will be scheduling the Pleasant/Central Street valve replacement soon after the Church/West Main Street project is complete.

Cody Boisvert advised the Commissioners that he is meeting with Scott Clang from Granite State Rural Water (GSRW) to attempt to locate a portion of the water line easement extending cross-country near Bible Hill. Markers will be installed so that easement maintenance can be completed.

7:30 pm Cody Boisvert left the meeting.

Planning board site plan documents for 136 Henniker Street were reviewed. Commissioner Peter Melen recused himself. The following comments were noted on the site plan review form:

- A Change of Use application needs to be submitted to the water and sewer Commission prior to connection
- Provide a sewer trench detail and show utility locations on the plan; and
- Show water shut-off that will serve the new structure on the plan.

A proposal to create a storage/staging area at the Bible Hill reservoir was reviewed. It was agreed to revisit the topic when preparing for the 2022 budget.

Commissioner Chris Sieg reported that he has spoken with Paul Haley of PMH Auto regarding the condition of the 2009 F350. There is about \$3,000-\$5,000 worth of work that should be done, and the vehicle will last about another 3 to 5 years. All agree with this approach and will plan to replace the vehicle within the next 5 years.

The Commissioners reviewed and authorized the following:

- 2021 AP Vouchers #15 W=\$24,092.14 S=\$43,687.46
- 8/12/2021 Meeting Minutes
- Timecards

Commissioner Chris Sieg motioned to adjourn the meeting. Commissioner Dave Lewis seconded the motion.

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

Chris Sieg

Dave Lewis
Water and Sewer Commissioners