

**Town of Hillsborough Water & Sewer Commission
December 12, 2019 Meeting Minutes**

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

The Commissioners reviewed and authorized the November 26, 2019, meeting minutes; 2019 AP vouchers #23 for water in the amount of \$8,025.08 and sewer in the amount of \$12,428.16; and, timecards.

Penny Griffin reported that Bill Goss, Highway Foreman, stated that he intends to reclaim Boulder Road, McNeil Road and Municipal Drive in 2020. A discussion was held regarding how it affects water and sewer. Penny will ask Paul Dutton, wastewater operator, and Cody Boisvert, the water operator, to review the areas to determine the number of manholes and water curb stops and valves that will need adjusting.

A discussion was held regarding connecting the water main in West Main Street to the water main at the highway barn property via Municipal Drive to create an alternate route to feed the downtown should an emergency situation occur to the water main east of Municipal Drive. At this time, should something happen in that area, there is no alternative way to provide service. It was agreed that Commissioner Mellen will contact Cole Melendy of Underwood Engineers, to visit the site, review and discuss the proposed project in an effort to determine if it is feasible to fund, design, bid and complete prior to the town's paving project.

Penny Griffin advised the Commissioners that she had spoken with a potential buyer of the Butler Court Condo property who wanted a pre-approval to build more buildings. Mrs. Griffin stated that she explained to him that the buyer would need to submit an application with applicable fees for review by the Commissioners; and that the current available sewer capacity of our system can handle this request. The Commissioners concurred.

The Commissioners discussed the current categories of the New Connection Application and whether they need to be more defined with possible new categories. The Commissioners will continue discussions on this topic at a later date.

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

All voted in favor.

Meeting adjourned 7:30 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen, Chairman

Chris Sieg
Water and Sewer Commissioners