

**Town of Hillsborough Water & Sewer Commission**  
**December 22, 2020 Meeting Minutes**

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

The group reviewed and discussed a draft letter to OSRAM to address recent violations to their Industrial User Permit (IUP) and hazardous waste discharge issue. The Commissioners approved and signed the letter.

The group reviewed and discussed ESR 27 from Underwood Engineers for a Wastewater Asset Management Plan. The plan will provide develop an asset inventory and condition assessment of the system which includes the wastewater treatment plant (WTP), pumping stations, and collection system (gravity mains, force mains, and sewer manholes). The inventory will include type of asset, age, condition, service history, and estimated remaining useful life. With this information Underwood Engineers will provide a criticality assessment of the system; an opinion of probable cost to repair or replace each asset type; and, develop a plan and schedule for the rehabilitation and replacement of assets including an estimate of investment needed each year for 10 years into the future and in 10-year windows for the estimated life of the assets. All agreed it is an important tool for maintenance planning and support of the proposed accessibility fee. Commissioner Dave Lewis motioned to approve ESR 27 for a Wastewater Asset Management Plan as presented for the amount of \$24,600. Commissioner Chris Sieg seconded the motion. All voted in favor.

The Commissioners reviewed and authorized the following:

- December 10, 2020 meeting minutes
- 2020 AP vouchers #24
  - o Water \$28,201.68
  - o Sewer \$22,221.76
- Timecards

Commissioner Chris Sieg motioned to adjourn the meeting. Commissioner Peter Mellen 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