

Town of Hillsborough Water & Sewer Commission
February 26, 2019 Meeting Minutes

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

Commissioner Lewis updated the group on the status of the FEMA Hazard Mitigation Grant Program (HMGP)_application he has been working on for funding assistance for the purchase and installation of a backup generator for the Bear Hill pump station. He advised that he will be meeting with Whitney Welch, Assistant Planning Chief and, Liz Gilboy, Field Representative of New Hampshire Department of Safety (NHDOS), on Tuesday, March 5, to complete elements of and identify unresolved remaining elements of the application.

As part of the Hazard Mitigation Grant process, a local funding match commitment is required. The Commissioners created a letter to serve as the Town of Hillsborough Water and Sewer Commission's resolution of commitment to meet the matching fund requirements for the generator and it's installation through the Hazard Mitigation Program. Commission Chairman, Peter Mellen signed the letter. The local matching fund requirement is for the amount of \$6,250.

The Commissioners reviewed and authorized the February 14, 2019, meeting minutes; 2019 AP vouchers #4 for water = \$9,390.91 and sewer = \$14,978.20; and, time cards.

A discussion was held regarding the maintenance of tie measure cards. Commissioner Mellen will meet with Cody Boisvert, water operator, to review the tie measure recording process.

The Commissioners reviewed a request from the owner of 3 Henniker Street to reduce the number of sewer units being billed to his property from two (2) to one (1). The Commissioners determined that there are currently two (2) commercial businesses in the property; therefore, Code § 181-51 (2) of the Town of Hillsborough applies when determining the number of sewer units billed. Code of The Town of Hillsborough § 181-51 (2) reads as follows:

Each multiple-use building, other than a boardinghouse, nursing home, tourist home, hotel or motel, with which space is allocated for business or professional offices, commercial occupancy or apartments shall be charged at the rate of one unit for each dwelling unit, apartment unit, professional business or commercial space allocation.

Commissioner Sieg motioned to deny the request for a reduction in the number of sewer units charged to 3 Henniker Street. Commissioner Lewis seconded the motion. All voted in favor.

The Commissioners reviewed updated occupancy information for 172 West Main Street to evaluate the number of sewer units being charged to the property.

There are two (2) regulations that pertain to their building in determining the number of sewer units to be charged:

- 1- Code of The Town of Hillsborough § 181-51 (2), which reads:

Each multiple-use building, other than a boardinghouse, nursing home, tourist home, hotel or motel, with which space is allocated for business or professional offices, commercial occupancy or apartments shall be charged at the rate of one unit for each dwelling unit, apartment unit, professional business or commercial space allocation.

And,

2 – Code of The Town of Hillsborough § 181-51 (5), which reads:

Gasoline stations and automotive sales and/or repair premises shall be charged at the rate of two units plus one unit for each stall, space or floor area used for the washing of automotive vehicles, whether said stall, space or floor area be used for washing by manual, semiautomatic or automatic means.”

The Commissioners have determined that seven (7) sewer units should be being charged. The breakdown is as follows:

- 2 units - Wyman's
- 1 unit - SC Auto Repair
- 1 unit - Phoenix Truck & Trailer Repair
- 1 unit - Bratko Construction
- 1 unit - Low Impact Seismic Sources
- 1 unit - Hoss Exhaust

Commissioner Lewis motioned to increase the number of sewer units being charged to 172 West Main Street from four (4) to seven (7). Commissioner Mellen seconded the motion. All voted in favor.

During the review of accounts it was noticed that 108 Henniker Street, an auto repair facility, was being charged only one (1) unit of sewer and should be charged two (2) units per Code of The Town of Hillsborough § 181-51 (5), which reads:

Gasoline stations and automotive sales and/or repair premises shall be charged at the rate of two units plus one unit for each stall, space or floor area used for the washing of automotive vehicles, whether said stall, space or floor area be used for washing by manual, semiautomatic or automatic means.

Commissioner Lewis motioned to increase the number of sewer units being charged to 108 Henniker Street from one (1) to two (2) units. Commissioner Mellen seconded the motion. All voted in favor.

The Commissioners reviewed a request from Stonebridge Co-op to eliminate water and sewer services to lot 3 of the trailer park. The Commissioners reviewed the Town of Hillsborough assessment cards and noted that lot 3 still exists. After discussion, the Commissioners agreed that Stonebridge Co-op should contact the Town assessing department to have lot 3 eliminated from their assessment. Once the Town has removed the lot from the assessment cards, and Stonebridge Co-op digs up, caps and has the eliminated service lines inspected by the water and sewer representatives the Commissioners will be able to eliminate future billing. Penny Griffin will relay the information to Stonebridge Co-op.

Commissioner Sieg reported that he has been looking into obtaining sewer flow meters to strategically place within the system to try and identify areas with high infiltration. He advised that we currently own 2 flow meters but states we need 5 to effectively implement the program. He stated that he received a quote for \$30,000 to rent 5 flow meters for 6 months and he felt that was not reasonable as he has been looking at some used ones that are far less expensive. All agreed that purchasing the used ones would be more beneficial as they would be owned and less expensive.

Commissioner Sieg stated that he would like to purchase one of the used meters to ensure it is the best option. He also stated that a rain gauge is needed. All agreed to have Commissioner Sieg move forward with the purchase of one (1) flow meter and the rain gauge as discussed. Commissioner Mellen asked if Commissioner Sieg thought things could be in place to capture typical spring high flows. Commissioner Sieg stated he does not think it would be but assured any large rain events would provide the information they hope to obtain from the meters.

Commissioner Mellen motioned to adjourn the meeting. Commissioner Sieg 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