

Town of Hillsborough Water & Sewer Commission
July 13, 2023 Meeting Minutes

The meeting was called to order at 6:00 p.m. Present were Commissioners Peter Mellen and Dave Lewis; Cody Boisvert, Water Operator; and Penny Griffin, Water and Sewer Administrator.

1. Two sealed bids for the 2009 Ford F350 were received and opened.
 - Boulder Creek Excavation Inc. \$1,500
 - Scott Simpson \$5,640Commissioner Dave Lewis motioned to accept the bid from Scott Simpson in the amount of \$5,640. Commissioner Peter Mellen seconded the motion. Motion passed.
2. Cody Boisvert advised the Commissioners that the new tractor was delivered on July 10. Now that the tractor is here, he has begun coordinating sand delivery for the water plant filtration sand replenishment project. He reported that the first loads of sand are expected to be delivered Friday, July 28th with replacement beginning Monday, July 31. The Commissioners reviewed and authorized the purchase order for Holliston Sand Inc. in the amount of \$69,940 for delivery of 400 tons of sand for the first water treatment plant filter-bed. It was noted that subsequent purchase orders will be issued for the other 2 water treatment plant filter-bed sand delivery as the project progresses with expectation that all 3 filters will have sand replacement completed this year. Commissioner Peter Mellen seconded the motion. Motion passed.
3. A discussion was held regarding a request from the Emerald Lake Village District to truck water on Tuesday, July 18. Cody Boisvert advised that he is on vacation Monday the 17th and Tuesday the 18th; therefore, Wednesday the 19th or Thursday the 20th would be better. Penny Griffin will reach out to see if either of those dates would work for them.

7:00 pm Cody Boisvert left the meeting.

4. Communication from Jack Franks of Avanru Development, forwarded via email from Robyn Payson Town Planner, asking about "the fees associated with water and sewer in Hillsborough" was reviewed and discussed. It was agreed that the original proposal of the 2 buildings of workforce housing, 42-units each, would be categorized as a new multi-family service with a New Service application fee of \$7,500 for water and \$7,500 for sewer. It was noted that these fees do not include additional charges to tap each new service connection to the existing water and sewer mains in West Main Street, nor engineering review of plans, nor field inspection of the water and sewer utilities. The Commissioners directed Penny Griffin to send a copy of the New Service application to Mr. Franks with the Commissioners sentiments that they encourage Avanru to submit the competed application with plans and fees at their earliest convenience. Once the application is received, the amount of escrow will be determined for the W & S consultant engineer review as previously stated on the August 11, 2022, Will Serve letter from the Commission to Avanru.

5. The Commissioners reviewed and authorized the following:
 - a. 2023 AP Vouchers #13 W= \$60,382.78 & S= \$63,574.12
 - b. 6/27/2023 Meeting Minutes
 - c. Timecards

Commissioner Dave Lewis motioned to adjourn the meeting. Commissioner Peter Mellen seconded the motion. All voted in favor.

Meeting adjourned at 8:30 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen

Dave Lewis
Water and Sewer Commissioners