

**Hillsborough NH Water and Sewer Commissioners
February 13, 2014 Meeting Minutes**

The meeting was called to order at 5:30 pm

Present: Commissioners Doug Parker Herm Wiegelman and Peter Mellen; and, Penny Griffin, Administrator.

The Commissioners reviewed and approved AP vouchers, 2014 Lien Warrant, past meeting minutes, and time cards.

A request to decrease the number of washers approved from 23 to 20 for 45 Henniker Street was reviewed and discussed. Commissioner Wiegelman motioned to approve the decrease request to 20 approved washers. Commissioner Mellen seconded the motion. All voted in favor.

A change of use application for 17 Holman Street from a machine shop to a sign shop was reviewed. Commissioner Mellen motioned to approve the change of use application as submitted with the condition that New England Backflow surveys the new business to ensure that the correct backflow is installed. This application does not need to be submitted to NHDES as there is no increase in discharge. Commissioner Wiegelman seconded the motion. All voted in favor.

The Commissioners discussed the upcoming water plant project construction meeting to be held at 2 pm on Tuesday, February 25. Commissioner Wiegelman will attend the meeting.

The Commissioners discussed the 2013 WWTF Annual report that is due March 30, 2014. The Commissioners asked Penny Griffin to contact CMA Engineers to request a proposal to complete the report.

The Commissioners asked Penny Griffin to contact the Ted Berry Company to request a digital copy of the sewer maps.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Mellen seconded the motion. All voted in favor.

Meeting was adjourned at 7:00 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes Approved by: Date:

Douglas Parker, Chairman

Herm Wiegelman

Peter Mellen
Water and Sewer Commissioners
Town of Hillsborough