

**Town of Hillsborough Water & Sewer Commission
January 22, 2019 Meeting Minutes**

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

Recent communications between Cody Boisvert and Shay Bracha, of Atlantium Technologies Ltd., regarding the proposed 2019 UV system maintenance agreement were discussed. Cody stated that he had requested a proposal for half of the visits provided in previous agreements, which this proposal reflects. However, Cody stated he does not feel the proposed price of \$10,000 accurately reflects the reduction by half of the number of visits, since the cost of earlier contracts was \$14,200 for the previous agreements. He went on to say that he feels it is too expensive for the services provided and suggested that this proposed agreement not be signed unless they can adjust the cost. Cody also advised the Commissioners that he will also be addressing with Atlantium the fact that the current contract ends at the end of February and we are still owed 2 scheduled visits before it expires. Commissioner Sieg suggested that if they do not respond favorably to the request to adjust the quote price, Cody could offer to discuss the contract when they visit to perform the owed maintenance. Cody will respond to Shay Bracha to request an adjusted price quote and report back to Commissioners.

Cody Boisvert advised the Commission that he is working with Electrical Installations, Inc. (EII) on the SCADA system as he believes that is the cause of both UV systems running at the same time. He stated they need to change the threshold that tells it to run both systems.

Cody asked the Commissioners if replacing the valve at West Main Street and Church Street should still be scheduled for this year. The Commissioners confirmed that they would like it replaced. A discussion was held regarding possible other valves that may need replacing on West Main Street. Cody stated that he needs to operate those other valves in preparation for replacing the one on West Main Street and Church at which time he will have better information on what work, if any, will be needed.

Hydrant flushing was discussed. Cody stated that he would like to get the valves changed before flushing is done as turning water off to replace the valves will cause the water in the system to get quite stirred up.

A discussion was held regarding maintenance of the sand filters and when the sand may need to be replaced. Cody stated that he has to scrape the top layer off every couple of months. All agreed that an assessment of the sand needs to be done to prepare for replacement. Penny will ask Cole Melendy of Underwood Engineers for a proposal to perform the sand assessment.

Cody Boisvert also advised the Commissioners that he plans to have the tanks at the reservoir on Bible Hill inspected this year.

7:15 pm Cody Boisvert left the meeting.

The Commissioners reviewed and discussed the final proposed budgets for water and sewer. Commissioner Mellen motioned to approve the proposed budgets –\$712,660 for water and \$875,144 for sewer. Commissioner Sieg seconded the motion. All voted in favor.

The Commissioners asked Penny to find out when and where the budget hearing is being held and let them know so they can attend.

The Commissioners reviewed a proposal from New England Backflow Inc. for backflow testing services for the Town of Hillsborough devices. The contract is for one (1) year and is the same as previous contracts with no increases in costs to the users for tests. The Commissioners authorized Penny Griffin to sign the proposal.

The Commissioners discussed a request from the owner of 3 Henniker Street to review his request to reduce the number of sewer units from two to one for at his property ahead of his appointment with the Town assessor scheduled for January 23 to review the removal of plumbing from his building. The Commissioners agreed that prior to adjusting the number of units they would need to see any changes the assessor may make to the property card as that is one of the factors used in determining the number of sewer units assessed to a property. They also noted that delaying the review would not harm the customer as the February bill is for usage from November 1, 2018 to January 31, 2019 and any changes made, if any, would not affect this billing.

The Commissioners reviewed and authorized the January 10, 2019, meeting minutes; 2019 AP voucher #2 and 2A; and, time cards.

Commissioner Sieg motioned to adjourn the meeting. Commissioner Lewis 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