

Town of Hillsborough Water & Sewer Commission
October 23, 2018 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 discussed the complaint from an abutter of the old chlorination station on Bible Hill. The Commissioner Sieg advised that the boundary lines have been reviewed and some brush removed was outside of the Town's property. The Commission agreed that they would like to meet with the abutters to discuss how to move forward. Penny Griffin will contact the property owners to coordinate a meeting at the site.

A discussion was held regarding the sewer easement between Pine Ridge Road and Blair Avenue. The Commissioners agreed that they will visit the easement in the near future to review and evaluate its accessibility. Mrs. Griffin advised the Commissioners that she had been contacted by Nancy Torres of the Town office as a building permit has been submitted to the Town to build a garage on a property that has that easement going through it. The Commissioners agreed that the applicant should provide drawings with the application to the Town identifying the proposed location of the garage in reference to the easement.

The Commissioners discussed a bill received from WSO+, Inc. for "water system back-up services". The Commissioners asked Penny Griffin to contact WSO+ to request an explanation of what the monthly fee covers. They also would like to know what they could expect from WSO+ as a "back up"; ie. response time, other fees, etc.

The group discussed record keeping and the different requirements for water, sewer and accounting. Subsequent to the last meeting, Commissioner Lewis researched NHDES site for water system record-keeping requirements and reported his findings back to the Commission. The group will continue to ensure compliance with all requirements. Commissioner Sieg suggested purchasing a computer to be housed in the water and sewer office for the sole purpose of retaining electronic record back-up.

The Commissioners reviewed and authorized the October 11, 2018, meeting minutes; 2018 AP voucher #21 for water in the amount of \$14,971.39 and for sewer in the amount of \$22,007.16; and, time cards

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

Meeting adjourned 8:15 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