

**Hillsborough NH Water and Sewer Commissioners
October 28, 2014 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Doug Parker, Peter Mellen and Herm Wiegelman; and, Joe Damour of Water Systems Operators.

A discussion was held regarding the backflow prevention permits. Commissioner Parker stated that he thought it might be wise to have a position of the Town, the Water and Sewer Administrative Assistant, sign the permits as the Board of Commissioners change and the permits are issued for a five year cycle. Commissioner Wiegelman motioned that the Water and Sewer Administrative Assistant sign all permits. Commissioner Mellen seconded. All voted in favor.

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

The Commissioners recognized the certificates for the years of service to the Town given by The Town of Hillsboro's Town Administrator to Paul Dutton, 21 years, Mike Billings, 17 years and Penny Griffin 10 years. Great job everyone!

The Commissioners reviewed and accepted the change of occupancy for the Juice Bar and Bistro, an adjustment in units for sewer discharge will be made, as it was reduced when the business was vacant. Commissioner Mellen motioned to accept the change. Commissioner Wiegelman seconded. All voted in favor.

6:30 pm Joe Damour of Water Systems Operators arrived at the meeting.

Mr. Damour talked about the work that he has completed, including; the resetting the hydrant in front of the new Family Dollar site, work on the Center Road and the drywell installation at the Loon Pond Water Treatment Facility. Mr. Damour also informed the Commission that EII needs to come back to look at some issues with the SCADA system and flow meter. He also talked about having an upgrade for the alarm box, this will allow a more specific area when an alarm occurs, currently alarms are on shared channels.

Commissioner Parker asked Mr. Damour if he could look at the pipe, valve and hydrant inventory and supply a list of needed items for budgeting purposes for the upcoming year.

7:20 pm Joe Damour left the meeting.

The Commissioners discussed a new sewer connection for a newly constructed house on Woodlawn Avenue. The discussion entailed that the connection would be accepted if the lot was in existence on the tax map prior to July 1, 2003. Commissioner Wiegelman motioned to accept with the listed conditions, Commissioner Parker seconded. All voted in favor.

A discussion was held on the bid document services and project inspection for the Butler Street sewer replacement that will take place in the spring. The project will be tabled until the first of the year.

A short discussion was held regarding the park board and the new bathroom that is proposed for Grimes field. Commissioner Mellen will contact Jim Bailey to ask that he attend a Water & Sewer meeting to help guide him through the important items that will be needed to comply with the Water & Sewer standards.

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

Meeting was adjourned at 8:04 pm.

Respectfully submitted,

Douglas Parker, Chairman

Water and Sewer Commissioners Meeting Minutes Approved by: Date:

Peter Mellen

Herm Wiegelman
Water and Sewer Commissioners
Town of Hillsborough