

**Hillsborough NH Water and Sewer Commissioners
October 9, 2014 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Doug Parker, and Herm Wiegelman; Paul Dutton, WWTF Operator; and, Penny Griffin, Administrator.

A discussion was held regarding easements and the recent observations that some property owners have planted items and another that has placed a shed within the easements. The Commissioners agreed to have Penny Griffin contact Attorney Hatfield regarding the issues and to prepare a general letter to all property owners that have easements outlining the commissions rights and responsibilities of the easements.

A discussion was held regarding easements that were not included in this years easement clearing. Paul Dutton stated that they would be included in all easement clearing in the future.

The August 2014 WWTF monthly report was reviewed and discussed. It was noted that the low flows appear to be due to the lack of rain.

6:40 pm Commissioner Mellen arrived at the meeting.

The Commissioners summarized and advised Commissioner Mellen of the previous easement conversation. Commissioner Mellen agreed.

The Commissioners reviewed a proposal from Granite State Rural Water to perform a Water Source Protection project. The Commissioners agreed that it would be beneficial for them to accept the proposal. They also agreed that they would work with Granite State Rural Water to complete the project and for it to focus on Loon Pond.

Commissioner Parker stated that he had been approached by the project manager for the new Family Dollar site at 59 Henniker Street regarding the hydrant that is located on the property. The project manager suggested that if any work was going to be done to the hydrant that it be completed prior to their landscaping. The Commissioners agreed to have Joe Damour, of Water Systems Operators, contact the project manager directly to coordinate any hydrant work necessary.

A discussion was held regarding the discharge site to be installed at the water plant. Joe Damour had advised that he intends to have it installed by November 1.

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

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

Meeting was adjourned at 7:40 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes Approved by: Date:

Doug Parker

Peter Mellen

Herm Wiegelman
Water and Sewer Commissioners
Town of Hillsborough