

**Town of Hillsborough Water & Sewer Commission
November 10, 2016 Meeting Minutes**

Meeting called to order 6:00 pm. Present were Commissioners Peter Mellen, Herm Wiegelman and Chris Sieg; and, Penny Griffin, Administrator.

The Commissioners reviewed and authorized the October 25, 2016 public hearing minutes and meeting minutes, AP vouchers number 21 for water in the amount of \$9,874.98 and sewer in the amount of \$14,081.28; 2016 4th issue billing warrants for water and sewer; sewer abatement S2016-3B in the amount of \$90.00 for 95 West Main Street; and, time cards.

The Commissioners discussed the proposed contract from New England Backflow Inc. to continue their backflow testing services, requested surveys and required reports. Commissioner Sieg stated that he does not like the three (3) year agreement term and would like to see if New England Backflow would be willing to reduce it. The Commissioners asked Penny Griffin to contact them and discuss the possibility of reducing the three (3) year term to a two (2) year term. The Commissioners will continue discussions on the proposal at the next meeting.

Commissioner Mellen stated that he had received a phone call from John Kowalski of Riverside Precision Sheet Metal in regards to the required backflow testing and why an RPZ backflow is required at their site. A discussion was held regarding the degree of hazard at their property that requires an RPZ backflow. Commissioner Sieg will contact Paul Whittemore of New England Backflow to review this property and then contact the customer to review his findings.

A discussion was held regarding gate boxes that fill with dirt and how that occurs. The Commissioners will discuss this issue with Paul Dutton and Cody Boisvert.

The Commissioners reviewed an email from John Jackman of Hoyle, Tanner & Associates regarding SRF funds available through NHDES for asset management. The Commissioners agreed that it would be appropriate to discuss the program with Cole Melendy of Underwood Engineers as they are the contracted engineers for the sewer commission at this time. The Commissioners asked Penny Griffin to contact Cole to discuss the program and what their next steps would be.

Penny Griffin advised the Commissioners that Paul has been working with Tri-State Backflow on leak detection in two areas with suspected leaks. She stated that they were able to verify a leak on Norton Drive but were unable to locate the other suspected leak in the Union Street area. The Commissioners asked if WSO+ have a plan to repair the found leak. Penny stated at this time they do not as they have stated that finding the exact break will be difficult as the depth of the pipe in that area is quite deep. The Commissioners asked Penny to contact WSO+ and tell them the commission would like the line repaired before winter. Commissioner Mellen also requested that Bill Goss, Highway Foreman, be notified of any leaks and of the time frame in which they intend to have them repaired.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg seconded the motion. 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

Herm Wiegelman

Chris Sieg
Water and Sewer Commissioners
Town of Hillsborough