

**Town of Hillsborough Water & Sewer Commission
November 22, 2016 Meeting Minutes**

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

The Commissioners reviewed an email from Cody Boisvert of WSO+ regarding the status of finding the suspected water leak on Norton Drive. Commissioner Mellen asked if Bill Goss has been notified of the situation yet. Penny stated that he has not. Commissioner Mellen reiterated that it is important to notify Bill Goss and to keep him apprised of situation.

Commissioner Sieg stated that the Commission needs to move forward with the accessibility fee plan. Commissioner Mellen agreed. Both agreed to continue discussions and to schedule the second informational meeting the beginning of the year.

The Commissioners discussed the revised proposed contract from New England Backflow Inc. to continue their backflow testing services, requested surveys and required reports. Penny stated that New England Backflow has agreed to revise the term to two (2) years as the Commissioners had asked. Commissioner Sieg motioned to accept the revised proposal from New England Backflow Inc. as presented. Commissioner Mellen seconded the motion. All agreed.

Commissioner Sieg reported that he has spoken with Paul Whittemore of New England Backflow, Inc. regarding the backflow devices that needed to be installed at Riverside Precision Sheet Metal to protect the Hillsboro water supply. Paul Whittemore explained that at the time he inspected the premises there was no equipment installed in the building. Because of this he was unable to determine specifically what hazards there may be in the completed building, and felt it was prudent to suggest the installation of an RPZ device. Also, it is the consensus of the state that machine shop type businesses should have an RPZ due to processes used in their industry that can be a high hazard. Commissioner Sieg stated that he followed up with Keith Wing of Riverside Precision Sheet Metal with this information.

Commissioner Mellen stated that he had been approached by Mike Black at a recent Planning Board meeting to discuss the pump station needed for his development. Commissioner Mellen told Mr. Black that he would need to attend a Commissioners meeting. Penny confirmed that Mr. Black is on the agenda for the December 8 meeting. The Commissioners asked Penny to request Cole Melendy of Underwood Engineers to also attend that meeting for his input. The Commissioners asked Penny if Underwood Engineers have been supplied with any new plans from the Weatherstone project so they could continue with their analysis. Penny stated that no new plans have been submitted; therefore, Underwood Engineers are still on hold per request from the Weatherstone developers. Penny advised the Commissioners that Cole Melendy has stated that it is important the Commissioners receive a copy of whatever agreement Weatherstone has with the owners of 13 – 15 Antrim Road regarding the pump stations.

The Commissioners reviewed and authorized the November 10, 2016 meeting minutes, AP vouchers number 22 for water in the amount of \$15,324.39 and sewer in the amount of

\$12,117.26; sewer abatement S2016-4A in the amount of \$90.00 for 95 West Main Street; and, time cards.

Commissioner Mellen asked Penny to contact Bill Goss to see if he could help install the sign posts for the new "Drinking Water Supply Area" signs for the Loon Pond area. Commissioner Mellen stated that he would be able to mark the areas.

Commissioner Sieg motioned to adjourn the meeting. Commissioner Mellen 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
Water and Sewer Commissioners
Town of Hillsborough