

**Town of Hillsborough Water & Sewer Commission  
November 28, 2017 Meeting Minutes**

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

The Commissioners discussed a report from Cole Melendy of Underwood Engineers regarding the November WWTF groundwater sampling in which there were some very high bacteria hits as well as some new metals and PCE detected. Mr. Melendy is recommending re-sampling 3 of the highest wells and a site visit during sampling to evaluate sampling QA/QC procedures and to look for other potential sources of bacteria (animal burrows, etc.). He estimates that the additional work will be around \$2,000. The Commissioners agreed to have Underwood Engineers move forward with their investigation and work with New Hampshire Department of Environmental Services (NHDES) to resolve the issue.

The Commissioners asked Penny Griffin to contact Cole Melendy to obtain an updated cost estimate for the Bridge Street sewer main replacement project in preparation of meeting with the Selectmen to discuss 2018 town meeting warrant articles.

The Commissioners reviewed and authorized the November 9, 2017, meeting minutes; 2017 AP vouchers #22 for water in the amount of \$17,863.97 and for sewer in the amount of \$22,905.96; time cards; and, 2017 4th issue billing cycles for water – Hillsborough in the amount of \$197,957.48; water – Deering in the amount of \$4,542.95; and sewer in the amount of \$156,704.22.

The Commissioners discussed the new meter and backflow apparatus for hydrant use that is scheduled to be delivered on Friday, December 1. Commissioner Sieg will meet with New England Backflow at the delivery to go over the operating instructions with them and then prepare written operating instructions to go with the device. The Commissioners agreed that they will need to create procedures and a form for future non-emergency hydrant use once the device is in their possession.

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

Meeting adjourned 7:30pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by:

Date:

Peter Mellen, Chairman

Chris Sieg  
Water and Sewer Commissioners