

**Hillsborough NH Water and Sewer Commissioners
December 11, 2014 Meeting Minutes**

The meeting was called to order at 6:00 pm

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

6:05 pm Robyn Payson, Hillsborough Town Planner, arrived at the meeting. Robyn stated to the Commissioners that she was there to discuss how to mainstream discussions when a developer comes to talk with her regarding a potential project. The Commissioners advised Ms. Payson that the easiest way to get information regarding water and sewer is to direct the developer to the water and sewer office as that is where the records are. They suggested that if it is a phone call that she transfer the call to the water and sewer office when she is done speaking with them. Ms. Payson stated that it would be helpful if there was someone who could speak with them during the week. The Commissioners stated that arrangements can be made if the developer contacts the water and sewer office. Commissioner Mellen stated that in his personal business he deals with many towns and typically he will go speak with the Town Planner but have to go to the water and sewer offices to get that information. Commissioner Parker stated that the copy of the sewer service area map recently given to Ms. Payson will give her the ability to see if the service is available in the area being looked at. Robyn thanked the Commissioners for discussing the issue with her and stated that she would continue to direct water and sewer questions to their office.

6:30 Wayne, Morrill, Mike Black and Chris Albert arrived at the meeting.

Chris Albert introduced everyone to the Commissioners and stated they were there to discuss the proposed Weatherstone Crossing project. He presented a draft set of plans. The project water and sewer needs were discussed as well as how they propose to hook to the services. A discussion was held regarding private sewer service line that they will have to attach to. The Commissioners advised them that permits are non-transferable. Mr. Black stated that they have a letter of authorization from the existing owner. The Commissioners stated that they would need a copy of that for their files. Commissioner Mellen stated that they will require a peer review and that the sewer discharge application will also need to be submitted with a complete set of plans to NHDES for review and approval per the Town of Hillsborough's WWTF permit. Mr. Albert stated that they expect to be back to the Commissioners after the first of the year with their application.

8:00 pm Robyn Payson, Wayne, Morrill, Mike Black and Chris Albert left the meeting.

Commissioner Parker stated he has reviewed the sewer maps regarding the lines that go through Angus Lea that need to be cleaned. He stated that there are 3 manholes and they all appear to be in the fairways and none on any greens. A discussion was held regarding procedure and notification of the cleaning of that line. Paul Dutton will have Ted Berry Company review the information in preparation of having that line cleaned in 2015.

A Change of Occupancy application was reviewed for 53 Henniker Street unit 5. The Commissioners agreed that there is no change of use and approved the application noting that the grease trap needs to be inspected prior to a Certificate of Occupancy being issued.

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

The Commissioners discussed the need for a generator at the Bear Hill pump station. Paul Dutton advised the Commissioners that he has obtained one quote and is waiting for a second.

The Commissioner agreed that they would like to have one installed in 2015 and could use funds from the system improvement capital reserve. They will continue discussions at a later meeting when they have more quotes to compare.

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

Meeting was adjourned at 9:15 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