

**Town of Hillsborough Water & Sewer Commission
December 12, 2017 Meeting Minutes**

Meeting called to order 5:30pm. Present were Commissioners Peter Mellen and Chris Sieg.

The commissioners reviewed and discussed Underwood Engineers opinion of probable costs for the Bridge Street sewer replacement project. The total amount was \$648,644.56, and included replacement of the service lines to all of the houses located adjacent to the project.

The commissioners also discussed the ongoing installation of an improved data collection system for the West Main Street pump station. Sieg said the hardware has been installed, he is finishing up the software and the entire system should be up and running by February of 2018, in time to monitor the flows during the spring melt. Once that data is collected, discussions will be held with Cole Melendy, PE of Underwood Engineers to determine whether an upgrade is still required at the pump station.

The commissioners also discussed funding for that upgrade, which the Selectmen have agreed to place as a warrant article on the 2018 town meeting warrant. Based on earlier discussions with the Selectmen, it is expected the funding will be a two-year, non-lapsing appropriation in the amount of \$100,000.

The commissioners also discussed the recently acquired hydrant backflow and meter unit. The unit will be used when water is drawn from any hydrant for non-emergency purposes, such as training drills by the fire department, filling the skating rink at the high school or during private commercial demolition or construction projects. Sieg is in the process of constructing a metal stand for the unit.

Mellen said he had done some initial research into the procedures other municipalities use when private contractors require use of the backflow/meter unit. The city of Boston requires a \$750 deposit and a credit card on file before the unit is loaned out. After 90 days the unit is returned and the meter is read; if the usage is less than the \$750 deposit a check is sent to the user, if it is more that amount is paid. If the contractor needs the unit for more use, another \$750 deposit is required and the process repeats itself.

Sieg said Paul Whittemore of New England Backflow, the firm from which the unit was obtained, recommended laminating a copy of the instructions and attaching them to the unit. When the unit is picked up, the user must sign a form acknowledging he or she has read and understood fully the instructions. In addition to the payment for water used, Sieg recommended the commission establish a daily rental rate so that over a period of time the commission will be reimbursed the approximately \$2500 purchase price of the unit.

Sieg motioned to adjourn the meeting, Mellen seconded and all voted in favor.

Meeting adjourned 6:45pm

Respectfully submitted,

Peter Mellen, Chairman

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen, Chairman

Chris Sieg, Commissioners