

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

Meeting called to order 6:00pm. Present were Commissioners Peter Mellen, Herm Wiegelman and Chris Sieg; and, Penny Griffin, Administrator. Also in attendance was Selectman John Daley.

Commissioners Mellen and Wiegelman opened packages received in the mail postmarked from Santa Main Post Office, Arctic Circle; Commissioner Sieg previously picked his up from the office. The packages were found to contain double crisp chocolate wrapped in a black foil, apparently to resemble coal. The packages were postmarked from Henniker. In response to an inquiry from Commissioner Mellen, Selectman Daley stated that only one of the selectmen, Chairman Bailey, had received a similar package.

A discussion was held regarding the petition article that has been submitted to the Town office for this year's town meeting reportedly to abolish an independent water and sewer commission and to place the put the commission under the direct control of the selectmen. Selectman Daley stated that the petition is currently being verified and once verified it will become a valid warrant article for town meeting. Selectman Daley stated that he hoped that if the article passes the existing Commissioners would stay in their present positions rather than step down, as he believes that everything will remain working the same as it is now. Speaking only for himself, Commissioner Mellen replied it would likely be the latter. Asked by Mellen for the selectmen's position on the warrant article, Daley stated that he did not know as they have not read or discussed the article as a board. Selectman Daley stated that he is concerned that people only read the papers and not the minutes of the boards and therefore do not have all the correct information. He said that when he speaks with people about their concerns he tries to provide them with the correct information as best as he can. The Commissioners also expressed their concern over the incorrect information that is fueling the petition even though they have attempted to provide the correct information and work with the Selectmen to protect the systems and the users.

The Commissioners reviewed the draft commissioners' statement for the Town report. Commissioner Wiegelman voted to approve the statement and submit it to the town for the report. Commissioner Sieg seconded the motion. Motion approved.

The Commissioners reviewed an abatement request from 16 Antrim Road to abate \$31.27 from their May 2017 bill. The \$31.27 due on account is a result of interest fees that accrued on the 2nd issue water bill that was due on June 12, 2017 but not paid until September 7, 2017 as the user said that they had not received the bill. Commissioner Sieg asked if they had paid their 2nd issue sewer bill on time. Penny stated that they had. Commissioner Wiegelman stated he is concerned that if they grant this abatement request they would be setting a precedent for any others who claim not to have received their bills. A brief discussion was held regarding the water and sewer bills being sent in the same envelope. Commissioner Sieg motioned to deny the abatement request. Commissioner Wiegelman seconded the motion. Abatement request was denied.

The Commissioners reviewed ESR 5 amendment from Underwood Engineers to perform additional investigations to address Ambient Groundwater Quality Standards exceedances for bacteria detected during the November 2017 sampling in the amount of \$2,000.

Commissioner Mellen stated that he had spoken with Cole Melendy of Underwood regarding the issue and believes that Paul Dutton and Melendy are in the process of discussing and suggesting to NHDES that the well heads be raised to help eliminate wildlife scat on the well heads, which has led to such exceedances in the past. Commissioner Mellen stated that if NHDES approves their suggested plans, Melendy will suggest to the state that this round of testing be postponed until after the well heads are raised. Commissioner Wiegelman motioned to approve the ESR amendment. Commissioner Sieg seconded the motion. Motion approved.

Penny Griffin advised the Commissioners that the school filled their ice skating rink at the high school. She stated that the newly purchased hydrant meter and backflow were used without incident. The amount of water used to fill the rink was 40,400 gallons which would typically result in a cost of \$460.64. As the rink is open to the public, the commissioners have historically not charged the school for this water.

The Commissioners reviewed and authorized the November 28, 2017 and December 12, 2017, meeting minutes; 2017 AP voucher #24 for water in the amount of \$99,432.50 and for sewer in the amount of \$145,087.33; and time cards.

The Commissioners reviewed a request from Penny Griffin to reimburse the operating budget for costs associated with the Weatherstone Crossing project from their escrow account. Commissioner Mellen motioned to authorize the reimbursement. Commissioner Sieg seconded the motion. Motion approved.

Selectman Daley asked the Commissioners if the updated costs for the Bridge Street sewer main replacement project includes costs to replace the sewer service lines to the properties within the construction area. The updated costs email and quote from Cole Melendy of Underwood Engineers was reviewed and it was confirmed that the costs are included. Commissioner Mellen stated that the Commissioners decided to include the costs as part of the project as it would be more costly to have involved the homeowners; however, the commissioners will need to get signed approvals from each property owner affected.

The new meter and backflow apparatus for hydrant use was discussed. Commissioner Sieg suggested that the operating instructions be laminated to go with the device and also that a screwdriver be attached in order to provide all tools needed for correct operation. Selectman Daley asked who would be using this equipment. The Commissioners stated that it is for any non-emergency hydrant use; ie: contractors, fire department training, or any other hydrant use request. The Commissioners explained that they are required to protect the water system from cross contamination and unprotected hydrant use is a high hazard. They went on to explain that they have been asked by contractors in the past and have denied usage as they could not ensure protection. Commissioner Mellen stated that the commissioners will be looking into what policies and forms other communities use for the rental of the device in order to create their own. Commissioner Sieg stated that he asked New England Backflow Inc, what the typical repair cost of such a device would be and was told \$500. The commissioners agreed that they need to decide how much money will be required for a deposit; the length of time that the unit will be allowed out before it will need to be returned for a reading of usage and updated rental agreement; and, what rental fee would be appropriate. The Commissioners asked Penny Griffin to see if she can obtain sample rental agreements from other communities.

A discussion was held regarding the backflow that has been determined to be needed at the fire station. The Commissioners explained to Selectman Daley that they have been working with the fire department for several years to remedy an unprotected line inside the fire station and asked if he would see if it is included in the fire department budget to be completed this year.

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

Meeting adjourned 7:40pm

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