

**Town of Hillsborough Water & Sewer Commission**  
**May 23, 2017 Meeting Minutes**

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

Also in attendance were Carol Stratton and Bruce Randall.

Bruce Randall stated that he and Ms. Stratton were attending the meeting to discuss run off from the water treatment plant property that runs onto Ms. Stratton's property and pools in her yard. Commissioner Mellen brought out the as built plans of the water treatment plant and the group reviewed them. Mr. Randall stated that Paul Dutton had attempted to build about a 4" berm to redirect the flow but it is not working. Commissioner Mellen asked Ms. Stratton how long she has lived at the property and if this has happened before. Ms. Stratton stated that she has lived there two (2) years and the flow has not been like it is this year. Commissioner Sieg stated that he had visited the site earlier in the day and he noticed quite a bit of standing water near the piece of split rail fence. He also noted that it has been an unusually wet spring. Mr. Randall stated that the area stays pretty wet; even last summer when it was unusually dry weather. Ms. Stratton stated that this year the flow is flooding out her driveway. Commissioner Mellen suggested that the Commissioners visit the site on Thursday to inspect the area to determine what might be able to be done. Mr. Randall stated that he would place a stake in the ground to mark where he says the spring is. Bruce Randall suggested that a backhoe could dig a trench about a foot deep to divert the water to the culvert at the entrance to the water plant property. The Commissioners agreed to visit the site on Thursday, May 25 to review the issue and will contact Ms. Stratton with their findings.

7:20 pm Carol Stratton and Bruce Randall left the meeting.

The Commissioners reviewed and discussed the plan that WSO+ has come up with to connect the irrigation, fountain and bubbler in Butler Park to the existing water service in the Fire Station Museum so that all will be appropriately backflowed and metered. All Commissioners agreed that they need to speak with appropriate town officials to discuss the plan. The Commissioners asked Penny Griffin to notify WSO+ to hold off on the project until they hear back from the Commissioners.

Private hydrant flushing was discussed. Penny Griffin reported that she spoke with Randal Suozzo at NHDES and he stated that hydrant flushing is the responsibility of the property owner as part of their line maintenance and the property owner should be providing proof of maintenance. Mr. Suozzo stated that there are some communities who do flush private hydrants and they charge the property owner a fee to do it. Commissioner Mellen asked Penny to review the Hillsborough Water ordinance to see what it says and to also review other town's ordinances to see how they address private hydrant maintenance.

Commissioner Sieg asked Penny to forward him information regarding grease trap requirements so that he can discuss it with the Smith Church.

The Commissioners reviewed and authorized the June 8, 2017, meeting minutes, AP vouchers number 10 for 2017 water in the amount of \$3,285.13, and, sewer in the amount of \$12,089.90; and, time cards.

Commissioner Mellen stated that at the last Economic Development Committee (EDC) meeting they had discussed doing a feasibility study to take water service up to the Corner Store area. He agrees this is a good idea but suggested that the Commissioners recommend that they also include a feasibility study to bring water service to the Emerald Lake area.

A discussion was held regarding past conversations with Emerald Lake Commissioners regarding providing water to the Emerald Lake area, how it may be connected and the benefits.

Commissioner Sieg suggested waiting until the first feasibility study is completed unless there is a benefit in completing them in tandem.

The Commissioners reviewed preliminary information provided from Underwood Engineers regarding the West Main pump station. Commissioner Sieg asked Penny to obtain the readings and cycle times from Paul Dutton for him to review.

The Commissioners discussed the next steps to implement the proposed revised Accessibility Fee. Commissioner Wiegelman motioned to present the sewer accessibility fee at \$5.50 per gallon. Commissioner Mellen seconded the motion. All voted in favor.

The Commissioners asked Penny Griffin to find out how much Antrim and Henniker charge as an accessibility fee. They also asked Penny to review the public hearing requirements, draft a public notice and revised ordinance, and forward all to the Commissioners to review. The Commissioners will continue discussions at their next meeting.

A discussion was held regarding Penny Griffin attending training on GIS mapping and excel. Penny agreed that she was interested in both classes; however, she stated the fall would be a better time to take the classes for her. Penny will look for upcoming class schedules.

Commissioner Sieg motioned to adjourn the meeting. Commissioner Wiegelman 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

Herm Wiegelman

Chris Sieg  
Water and Sewer Commissioners  
Town of Hillsborough