

**Town of Hillsborough Water & Sewer Commission  
July 24, 2018 Meeting Minutes**

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

Also present was Cole Melendy of Underwood Engineers..

The Bridge Street sewer main replacement project was discussed. Cole Melendy advised the Commissioners that the sewer installation began today. The impact the delayed start has on the projected project schedule was discussed. Mr. Melendy estimates that construction should be completed by August 29, 2018 and will ask the contractor for an updated schedule.

Project traffic control issues were discussed. Commissioner Lewis suggested using stop bar tape to help the flaggers not to have traffic encroach into the work area. Cole informed the Commission that detour signage has been reviewed and adjusted as necessary; and, the contractor is dealing with the flagging company regarding the issues with the flaggers.

Plans for the Prospect Street sewer main, as they relate to the Bridge Street sewer main replacement project, were discussed. Cole Melendy will prepare plans to include the discussed relocation of the sewer line on Prospect Street and send them to the Commissioners and contractor for review.

Dates for the project update meeting were discussed. All agreed on Wednesday, August 1, 2018, at 2pm. Cole Melendy will email out the appropriate invitations.

Mr. Melendy stated that he expects to have pay request 1 for the project ready for the Commissioners next meeting.

Cole Melendy reported the Commissioners that he met with Paul Dutton and Steven Garside of New England Boring Contractors regarding the issues with the recent monitoring well improvements and Mr. Garside has agreed to correct any issues by October 2018 as the next round of testing is due in November 2018.

Cole advised the Commissioners that the electrical engineer will be scheduling a site visit to evaluate the West Main Street pump station and the data that Commissioner Sieg has been collecting will be reviewed so that Underwood Engineers can provide their opinion regarding the need of an upgrade. Commissioner Lewis asked if the evaluation was going to be complete by Labor Day and Cole stated that it would.

Mr. Melendy stated that he is in contact with OSRAM regarding the questions he has on their most recent report and will keep the Commission informed.

7:45pm Cole Melendy left the meeting.

Commissioner Sieg reported that the outside pipe work at Butler Park to connect the irrigation system, fountain and bubbler water service to the old fire station museum water service has been completed and he will meet with Paul Dutton to complete the connection and install a backflow inside the museum to bring the systems into ordinance compliance.

The Commissioners reviewed and authorized the July 12, 2018, meeting minutes; 2018 AP voucher #15 for water in the amount of \$4,331.84 and for sewer in the amount of \$52,583.99; and time cards.

The Commissioners discussed the proposed ordinance changes to Hillsborough Sewer Ordinance §181-51 C and Hillsborough Water Ordinance §223-43 C addressing stand-by fees for tax deeded properties whose public hearing was held at the July 12, 20128, meeting.

The proposed ordinance changes are to add the following statement to the above referenced sewer ordinance:

“Tax-deeded properties owned/taken by the town that are unoccupied and/or not in use are exempt from the sewer standby fees,”

And to add the following statement to the above referenced water ordinance:

“Tax-deeded properties owned/taken by the town that are unoccupied and/or not is use are exempt from the water standby fees.”

Commissioner Mellen motioned to adopt and implement the ordinance revisions as presented at the public hearing. Commissioner Lewis seconded the motion. All voted in favor.

Accessibility fees were discussed. No action at this time.

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

Meeting adjourned 9:00 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by:

Date:

Peter Mellen, Chairman

Chris Sieg

Dave Lewis  
Water and Sewer Commissioners