

**Town of Hillsborough Water & Sewer Commission  
July 25, 2017 Meeting Minutes**

Meeting called to order 6:00 pm. Present were Commissioners Peter Mellen and Chris Sieg; Joe Damour and Cody Boisvert of WSO+; and, Penny Griffin, Administrator.

Also in attendance was Leon Nelson.

The Commissioners opened two (2) bids received for the 2017 mowing of the water and sewer easements.

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| 1. Nelson Quality Lawn Care | \$1,790.00   |
| 2. Julie St. Laurent        | \$10 per hour to mow the water and sewer<br>Facilities |

Commissioner Sieg motioned to reject the bid submitted by Julie St. Laurent as the bid request was for the mowing of the easements and not the facilities; and to award the 2017 easement mowing to Nelson Quality Lawn Care for the amount of \$1,790.

Commissioner Mellen seconded the motion. All voted in favor.

6:10 pm Leon Nelson left the meeting.

The Commissioners, along with Mr. Damour and Mr. Boisvert, reviewed and discussed a letter from NHDES regarding the recently completed Sanitary Survey. Recommended items to be addressed:

- Hatches at the Bible Hill reservoir - WSO+ will repair this year;
- Tank inspection at the reservoir – WSO+ will obtain a quote to get it done;
- Asset Management Program – the Commission and WSO+ will continue to work on it;
- Digital Files – the Commission and WSO+ will continue to work on digitizing maps, plans, tie measures, etc.

A discussion was held regarding the plan to connect the Butler Park water service to the existing service in the old Fire station Museum in order to have all services back flowed. Commissioner Mellen asked for a plan from WSO+ to take to the Selectmen for discussion. Mr. Boisvert stated that he would get one to the Commissioners. All agreed that they would like to get the project done this year.

Cody Boisvert advised the Commissioners that they would be working on the service line for 41 Wyman Street on Thursday, July 27.

7:30 pm Joe Damour and Cody Boisvert left the meeting.

A Change of Occupancy form for 35 West Main Street was reviewed. Commissioner Sieg motioned to approve the Change of Occupancy form with no conditions. Commissioner Mellen seconded the motion. All voted in favor.

The Commissioners reviewed and authorized the July 13, 2017 and July 18, 2017, meeting minutes; 2017 AP vouchers #14 for water in the amount of \$5,044.29 and for sewer in the amount of \$25,129.50; and, time cards.

A discussion was held regarding the recommendation by NHDES in the Sanitary Survey letter to replace water meters every 10 years. The Commissioners will look into the most cost effective and efficient way to address the issue and continue discussions at a future meeting.

Commissioner Sieg motioned to adjourn the meeting. Commissioner Mellen seconded the motioned. All voted in favor. Meeting adjourned 8:00 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by: Date:

Peter Mellen, Chairman

Chris Sieg  
Water and Sewer Commissioners  
Town of Hillsborough