

Town of Hillsborough Water & Sewer Commission
September 13, 2018 Meeting Minutes

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

The group discussed the requirements for a new vehicle for the new employee starting October 1. Commissioner Mellen will contact Dennis Roberts, Jr. to request quotes as they have done in the past.

Paul Dutton advised the board that the wheels on the Ranger pickup had to be replaced this week as they had deteriorated to the point that the tires were consistently losing air.

A proposal for easement clearing was reviewed and discussed. Paul Dutton suggested that the easements be cleared every three years in an effort to maintain the encroachment of the trees and to continue with the regular easement mowing for the other years. All agreed with this approach. Commissioner Mellen motioned to accept the proposal from Michael A. Barrett, Sr. to clear the easements as presented in the amount of \$5,000 for water easements and \$5,200 for the sewer easements. Commissioner Lewis seconded the motion. All voted in favor.

Mr. Dutton stated that the Bridge Street project continues to move toward completion. He stated that he and Cody Boisvert of WSO+ will be assisting Neil H. Daniels, Inc. next week in repairing the water service to 45 Bridge Street that was damaged in construction.

Paul Dutton advised the Commissioners that he had met with Lee Carroll and Cole Melendy of Underwood Engineers for them to evaluate both the West Main Street pump station and the Bear Hill pump station. Paul stated that Mr. Carroll was very thorough and should be able to provide Underwood Engineers with valuable information for their assessments.

Commissioner Lewis asked Paul Dutton if he had received a quote from RH White regarding the Muffin Monster installation. Paul stated he did not and would follow up on that request.

Commissioner Mellen reported that Bill Goss, highway foreman, told him they intend to pave "Bennett's subdivision" next year. The Commissioners asked Penny Griffin to confirm with Laura Buono, Town Administrator, the exact roads to be paved in order to appropriately budget and plan. Paul Dutton stated he will obtain quotes for the manhole work to be done in the area as there are a lot of structures that will need adjusting. Commissioner Lewis asked Paul his opinion of the system in that area. Mr. Dutton stated that it was installed in the 1980's and was in good condition.

Commissioner Sieg asked Penny Griffin to ask Cody Boisvert if Blue Sky had ever gone to repair the broken sprinkler line in Butler Park.

7:00 p.m. Paul Dutton left the meeting.

The Commissioners completed the paperwork for the new employee.

A conversation was held regarding the recent fire at 30 Deer Lane and the hydrants in the area. Commissioner Sieg stated that he had been asked how the hydrants get coded. Penny Griffin stated her recollection is that it was previously determined that the fire department would be the ones to code the hydrants per the International Fire Code. Commissioner Sieg will forward the information.

The group reviewed pay request 2 for Neil H. Daniels Inc. in the amount of \$115,809.80. It was noted that the invoice for the police details were billed at \$80.00 per hour instead of the lower rate for town

projects as previously agreed upon with Laura Buono. The Commissioners asked Penny Griffin to follow up with Laura Buono on this issue. The Commissioners agreed that it would be best if a credit could be issued on a future invoice for the project so as not to delay processing of this pay request. The Commissioners authorized pay request 2 as presented. Penny Griffin advised the group that the sewer users \$300,000 towards the project will be used up within this pay request and the remaining funds will need to be reimbursed from the town.

The Commissioners reviewed and authorized the August 28, 2018, meeting minutes; 2018 AP voucher #18 for water in the amount of \$9,115.29 and for sewer in the amount of \$52,121.13; and, time cards.

A discussion was held regarding the details of the installation of the cement pad for the relocation of the water bubbler in Butler Park. The Commissioners expect to have the pad installed in the next couple of weeks.

Commissioner Sieg motioned to adjourn the meeting. Commissioner Lewis seconded the motion. 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

Dave Lewis
Water and Sewer Commissioners