

**Hillsborough NH Water and Sewer Commissioners
February 10, 2016 Meeting Minutes**

The meeting was called to order at 9:00 am.

Present: Commissioners Peter Mellen, Chris Sieg, and Herm Wiegelman; and, Penny Griffin, Administrator.

John Jackman, of Hoyle, Tanner and Associates, presented the Commissioners with the preliminary results of the Accessibility Fee evaluation report. The preliminary report was reviewed and discussed. Mr. Jackman stated that the biggest concern is that there is not much capacity to sell. Recent projects to remove inflow and infiltration were discussed. Mr. Jackman stated that those projects have been paid by the users to allow for available capacity and the Accessibility fee is for funds to continue to have that type of work done to continue to allow capacity to be available. A discussion was held regarding the current permit application that is in process at the Environmental Protection Agency in which the Commissioners have asked for a capacity increase to 600,000 gallons per day (gpd) from the existing permitted 475,000 gpd.

Commissioner Mellen explained the history of the accessibility fees to date. The Commissioners asked about the review of the water accessibility fees. Mr. Jackman stated that water accessibility fees are not calculated the same as sewer accessibility fees. He will be working on that evaluation next but thought it was most important to get the sewer evaluation completed first. Mr. Jackman briefly described how water accessibility fees tend to be calculated.

Goals for moving forward on the sewer accessibility fee evaluation were discussed. Mr. Jackman suggested that the Commission should also be applying the accessibility fees on change of use properties that are requesting an increase in discharge from what the property has already purchased. Different scenarios of this application were discussed.

A discussion was had regarding the importance and benefits of maintaining a record of all assets value, the associated accumulated depreciation, and repair and maintenance of each asset. Mr. Jackman stated that the Commission has a good base of this and should plan to continue the updating of their information. He stated that he would be able to help them with this.

11:40am Commissioner Wiegelman left the meeting.

Commissioner Mellen went over information of areas that have been installed by developers and not installed using user fees. Mr. Jackman stated that this information will help complete the evaluation.

The Commissioners asked Mr. Jackman for his opinion on how to determine the amount of funds needed for an escrow account for a project. Mr. Jackman stated that the amount needed in an escrow account should cover plan reviews, legal and inspection of the project. Commissioner Mellen asked if Mr. Jackman is involved in plan reviews and inspections. Mr. Jackman stated that his firm does provide those types of services.

Mr. Jackman stated that he will continue to work on the accessibility fee evaluation and input the new information he has received and get an updated report to the Commissioners.

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

Meeting adjourned at 11:55 am.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by: Date:

Peter Mellen, Chairman

Herman Wiegelman

Chris Sieg
Water and Sewer Commissioners
Town of Hillsborough