

**Town of Hillsborough Water & Sewer Commission**  
**January 14, 2021 Meeting Minutes**

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

Paul Dutton reported that the new generator and its propane tank for the Bear Hill pump station have been set and final installation will be within the next couple weeks once the contractors are able to coordinate with Eversource. Commissioner Chris Sieg and Paul Dutton will look into connecting the new generator to the wastewater SCADA alarm system in the spring.

The group discussed the proposed wastewater lagoon sludge removal and aeration repair project. Paul Dutton advised that he has been working with Underwood Engineers to determine the best approach. Discussions will continue at future meetings as information becomes available.

Paul Dutton advised the group that the sump pump at Saint Mary's church has been removed from the sewer service and inspected.

Paul Dutton also advised the group that he spoke with Hanna at Hanna's Diner to suggest that if the area is still consistently dry they remove the sump pump from the sewer service, seal the connection and have it inspected to resolve their prohibited connection. To date he has not heard back from them.

7:30 pm Paul Dutton left the meeting.

A Change of Use application for 27 West Main Street was reviewed. The applicant requests to change the prior salon portion of the building into a 35-seat restaurant to operate 6 days a week 7am -2pm. Commissioner Dave Lewis motioned to approve the application with the conditions that prior to opening they must have the backflow tested by our contracted backflow experts, New England Backflow Inc., to ensure compliance with the cross-connection regulations and an automatic grease trap must be installed and inspected by our wastewater representative. Also, the number of sewer units charged to the property will increase from 3 to 5; 3 units for the 35-seat restaurant and 2 for the apartments – 1 unit each. Commissioner Chris Sieg seconded the motion. All voted in favor.

The Commissioners reviewed correspondence from Emerald Lake Commissioner, Sara Auger, requesting that the Commission reconsider imposing the proposed \$50 per hour charge for water personnel's time to oversee the water transfer to trucks and only charge the fee after the first 200,000 gallons are transferred. It was noted that the main focus of the water personnel is the maintenance and operation of the water system as a whole. When individual users require services specific to their structures, such as the seasonal shutting off of water service, they are billed for that service. Having water personnel present to install and monitor backflow prevention when ELVD trucks are being filled is a service specific to Emerald Lake. After much discussion, the Commissioners voted unanimously to deny the request as their responsibility lies with the users connected to the system and feel it is only fair that Emerald Lake is billed for that time, as placing the financial burden of monitoring the safe transfer of water to Emerald Lakes system upon those users is unfair. The Commissioners will send a letter to the Emerald lake Commissioners advising them of their decision.

The Commissioners reviewed and discussed the current status of both the water and sewer systems in the area of Moore Road due to an inquiry to have access to them for possible three (3) new home lots on Moore Road. It was noted that there are currently no water or sewer mains on Moore Road. No sewer main passes Moore Road; it stops in the area of 140 Bible Hill Road. There is a water main; however, due to the similarity in elevation with that of the reservoir, there is weak water pressure in that area of the water system. The Commissioners agreed that there are no plans to extend the mains of either system in the future. All agreed such a development would require the developer to retain an engineer, submit a full set of plans to include an escrow for plan review and application with applicable fees.

The Commissioners reviewed and discussed the 2021 water and sewer budgets.

The Commissioners reviewed and authorized the following:

- December 22, 2020 meeting minutes
- 2020 AP vouchers #1A - Water \$8,896.12 Sewer \$6,415.26
- 2021 AP vouchers #1 - Water \$43,458.96 Sewer \$36,058.86
- Timecards

Commissioner Chris Sieg motioned to adjourn the meeting. Commissioner Peter Mellen seconded the motioned.

All voted in favor.

Meeting adjourned 8:40 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