

**Town of Hillsborough Water & Sewer Commission
June 25, 2019 Meeting Minutes**

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

The group discussed the valve replacement projects on Bridge Street. Cody Boisvert reported they are complete and the area repaved.

Cody also reported that the new service connection for the new home on Preston Street is scheduled to be completed on Monday, July 1.

Current water and sewer specifications were briefly reviewed and discussed. The Commissioners agreed they will work on updating the specifications for both water and sewer.

Cody Boisvert suggested using Facebook in the future to provide notification to customers of water interruptions. The group discussed the logistics of creating and upkeep of a Facebook page. Cody will look into it and report back to the Commissioners at a future meeting.

Water treatment plant sand replacement was discussed. Mr. Boisvert opined it would be best to only replace the sand in one (1) filter (of three total) per year to maintain operational and possible cost effectiveness.

The process of filter scraping was discussed.

Cody Boisvert reported that representatives of the Town of Sunapee recently toured the water facility as they are facing similar TTHM issues as Hillsborough had and they wanted to see what process was implemented at the Hillsborough water treatment plant to resolve the issue.

A discussion was held regarding the repair of a department laptop broken screen. Commissioner Sieg will contact the manufacturer to inquire about warranty coverage.

Mr. Boisvert stated that he is in the process of scheduling the reservoir tank inspection by DN Tank. Commissioner Mellen inquired about possible work that the hatches atop the tank need. Cody stated that the inspection includes reviewing the hatches as well and that any deficiencies found will be noted in the report and an estimate to repair will be given.

Commissioner Lewis asked Cody Boisvert about his prior request to bring the reservoir controls and sampling ports above ground. Cody stated that a heated building would be required and suggested that Underwood Engineers complete a review to estimate a cost and what would need to be done.

A discussion was held regarding the expected longevity of water heaters along with the use of expansion tanks and pressure reducing valves with our gravity water system. Commissioner Sieg suggested creating a guidance document for customers to help them understand and know the devices available to help them if they are having an issue with high pressure. The group will continue to review information and look into creating such a document for the Water & Sewer web page and distribution.

The group discussed the replacement of old water mains. The Commissioners agreed that it would be most beneficial to coordinate such projects with the Town and have the projects comprehensively engineered to include water, sewer, drainage and roadway elements.

Hydrant painting was discussed. The group will look into who may be available to paint (i.e. - possibly high school children needing community service hours); and, if specialty paint is needed.

The Commissioners reviewed and authorized the June 13, 2019, meeting minutes; 2019 AP vouchers #12 for water and sewer; and, time cards.

The Commissioners reviewed and authorized a water abatement for 45 Butler Street. The Commissioners agreed to authorize the abatement as an actual reading was taken from the meter at an appointment to repair the meter radio which had lost communication and resulted in an estimated May bill.

A discussion was held regarding an estimate for anticipated renovations to the potential new office space at #61 West Main St. It is estimated that initial renovations would cost about \$6,000 to provide adequate access for customers. This figure does not include exterior changes to address ADA access concerns. Subsequent renovations would be needed to create long-term meeting space and storage features.

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

All voted in favor.

Meeting adjourned 8:35 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