

**Hillsborough NH Water and Sewer Commissioners
February 26, 2013 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Doug Parker, Herm Wiegelman and Peter Mellen; and Penny Griffin, Administrator.

The Commissioners discussed the issue of the unexpected extra water bond payment that must be paid in 2013. Options of how to handle it were discussed. Commissioner Wiegelman motioned to make a motion at Town meeting to increase the proposed water budget by \$36,279, the amount of the payment, to be offset by water surplus funds. The proposed warrant article change to be presented at Town meeting will read *"Shall the Town raise and appropriate the sum of Six Hundred Ninety Thousand Nine Hundred Sixty Nine Dollars (\$690,969) for the purpose of operating the Water Department during 2013; said funds to be offset by \$36,279 of surplus funds and the remainder from income to the Water Department."* Commissioner Mellen seconded the motion. All voted in favor.

6:45 pm Keith Gilbert, Dave Edson, Rob Trzepacz and Mike Smith arrived at the meeting.

Dave Edson, of Hoyle, Tanner & Associates, introduced Rob Trzepacz, Wedeco and Atlantium representative; and, Mike Smith, Trojan representative. He explained that they were there to answer any questions the Commissioners may have of their UV system proposals. Dave presented the Commissioners with a UV Disinfection Equipment Proposal comparison he created from the proposals received from the three (3) UV manufacturers Wedeco, Atlantium and Trojan. The proposals were reviewed and discussed. Dave advised the Commissioners have given their verbal approval of all 3 validated systems. There were some questions that the representatives will need to get answers for. They will get the requested information and forward the answers to Dave Edson. The Commissioners agreed to continue the discussion and make the UV equipment decision at the March 14 meeting.

Dave Edson presented a reimbursement request to the Commissioners for signature to be submitted to the NHDES. Commissioner Parker signed the reimbursement request.

Dave Edson, Rob Trzepacz and Mike Smith left the meeting.

Keith Gilbert presented the Commissioners with monthly water reports. Keith gave his opinion of each of the UV system proposals. Keith agreed to attend the March 14th meeting to continue the UV discussion. Keith left the meeting.

The Commissioners reviewed and approved AP vouchers, time cards, the 2013 1st issue water and sewer billing commitments, and past meeting minutes.

A discussion was held regarding meter reading training. The Commissioners agreed

training of others should be done so there is a back up for Paul Dutton, who currently reads the meters, in case he is unable to do so. Penny will contact Ti-Sales to set up this training.

Commissioner Mellen advised that he had a conversation with Iris Campbell at the Town office regarding the Town maps and Iris is beginning to look at GIS mapping alternatives to create Town maps. He suggested that Penny get with Iris to discuss the direction they are headed and see if the maps may be a collaborative effort in order to have one mapping system for the town. All Commissioners agreed that this would be a benefit to the Town.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Parker seconded the motion. All voted in favor.

Meeting was adjourned at 10:00 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by: Date:

Douglas Parker, Chairman

Herm Wiegelman

Peter Mellen
Water and Sewer Commissioners
Town of Hillsborough