

**Town of Hillsborough Water & Sewer Commission**  
**November 10, 2022 Meeting Minutes**

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

Also in attendance was Margaret Blank of Underwood Engineers and Matt Deterling of NHDES.

6:05 pm the Water Asset Management Kick Off meeting began.

Margaret Blank discussed what water asset data is being collected for the plan and how that data will be able to be used. She stated that ArcGIS will be used with python tools to query asset inventory files, once collected, for form basis for financial planning. ArcGIS Software and equipment needed to be purchase was reviewed and discussed. Margaret Blank will forward information to the Commission regarding items they need to purchase. Purchases will be made in January 2023.

The asset management program schedule was reviewed and discussed. Commissioner DAL noted that this kickoff meeting was delayed from July to November, but that some delay was due to personal concerns. On a related note, Matt stated that the regulatory closing grant date is July 1, 2024.

Submittals, both required documents and reimbursement requests, for the project were discussed. Matt Deterling reminded the group that the asset management program grant agreement is between the Commission and NHDES and that Underwood Engineers are the consultants for the Commission. During January and February Underwood Engineer personnel will complete site visits to view "vertical" facilities with Cody Boisvert. The next time this group will meet will be at the Level of Service workshop to be scheduled in March 2023.

7:10 pm Margaret Blank and Matt Deterling left the meeting.

A discussion was held regarding GPS (Global Positioning System) and whether it would be beneficial for the department to purchase this equipment and attend training with the police & highway departments. It was agreed that it would be more advantageous to subcontract the service out.

A discussion was held regarding the recent pump failure at the West Main Street pump station. Alex Mellen reported that the back up pump has been installed and the system again has duplex pumps and is running normally. He advised that the old pump will be sent out to be rebuilt. They will be reviewing competent vendors.

Cody Boisvert stated that he requested that Atlantium Technologies Ltd., designer of the water plant UV system, send their recommendations for a UPS (uninterruptible power supply) for the UV system. They will provide information in the near future.

A discussion was held regarding the water lines in Preston Street between Depot Street and West Main Street. Cody Boisvert suggested moving the service connections that are tapped on the 6" water main to the 10" water main to see if it helps with water quality; minimally, he would like to move the service to 9 Preston Street as they continually have a water quality issue. The Commissioners asked Cody Boisvert to obtain pricing for his suggested project and they will continue discussions at a future meeting.

Alex Mellen asked the Commissioners if they had any plans of revising the agreement with Emerald Lake for trucking water next year.

The water service that services the rear of the golf club building at Angus Lea was discussed. Cody Boisvert will contact the new owners to see if they have made any changes to that service and discuss the procedure for turning it off for the winter if it still needs to be as it has in the past. Also, a seat count for the new restaurant needs to be confirmed now that it is open.

8:45 pm Cody Boisvert and Alex Mellen left the meeting.

The Commissioners reviewed and authorized the following:

- 2022 AP Vouchers #20 W=\$9,278.32 and S=\$8,759.88
- 2022 4th Issue Billing Warrants Water H - \$185,493.42, Water D - \$3,885.88, and Sewer \$211,983.23
- 10/25/2022 Meeting Minutes
- Timecards

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

All voted in favor.

Meeting adjourned 9:45 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