

**Hillsborough NH Water and Sewer Commissioners  
November 24, 2015 Meeting Minutes**

The meeting was called to order at 6:00 pm.

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

6:00 pm Mike Trainque, of Hoyle, Tanner & Associates, arrived at the meeting.

Mr. Trainque presented the Commissioners a copy of the remaining punch list for the Butler Street sewer line replacement project. The list was reviewed and discussed. Commissioner Mellen noted that there is an item on the list for hydro seeding that had been checked off as being completed but Mr. Trainque had stated in discussions that the contractor had chosen not to hydro seed and instead put grass seed down. Mr. Trainque stated that he would remove the word hydro seeding to correct that item for the Commissioners. He noted that the item requiring that the contractor come back in the spring to ensure grass establishment is still an open item for them to complete. A discussion was held regarding the outstanding item of cleaning/flushing the catch basins on Butler Street. Mike Trainque will contact Bill Goss and find out if the highway department cleaned the basins when they were cleaning other town catch basins last week and also review the sidewalk complaint with him. Commissioner Mellen stated that he is satisfied with the work done by all involved from Hoyle, Tanner & Associates and believes that their efforts made the project get completed without issue. Mr. Trainque thanked the Commission for the opportunity to work for them and stated that he will be back in touch with them to finish up the paperwork for the project before the end of the year. 7:00 pm Mike Trainque left the meeting.

The Commissioners reviewed and authorized past meeting minutes, AP vouchers, , and time cards.

The Commissioners discussed the Request for Service Permit fees. Different options were discussed for water and sewer individually. Commissioner Mellen stated that he considers these fees to buy capacity. Both Commissioners agreed that if an application requires engineering reviews, infrastructure improvements and new service connections at the main that those items would be charged separately and not part of the Service Permit fee. The Commissioners will review at the December 10<sup>th</sup> meeting when a full board is in attendance.

Commissioner Mellen stated that he would like to recognize the significant loss of the Town of Hillsborough with the passing of two long time residents Janet Withington and James Bouchard. All agreed they will be greatly missed.

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

Meeting adjourned at 8:00 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by: Date:

Peter Mellen, Chairman

Herman Wiegelman  
Water and Sewer Commissioners  
Town of Hillsborough