

**Town of Hillsborough Water & Sewer Commission
October 22, 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 reviewed and discussed a report regarding the August 2019 inspection of the Bible Hill reservoir tank by DN Tanks regarding their Bible Hill. The report outlined their findings and provided recommendations with budget cost estimates. It was noted that the report conclusion states, "Overall this tank appears to be in very good condition and should continue to serve the Town well into the foreseeable future." The group agreed that the recommendation to repair the roof access hatches should be discussed in preparing the 2020 budget.

The creation of a capital reserve for Bible Hill reservoir improvements was discussed. The group decided to also include this topic to their 2020 budget preparation.

A discussion was held regarding the hydrant meter and backflow set up. Cody reported that the unit is broken and while looking into replacing it, he learned that the unit we have is not sufficient for our application. Commissioner Sieg will contact New England Backflow, who provided the unit to the department to discuss the situation.

The recent repair to the valve at Church and Pleasant Street was discussed. Cody reported the repaired area was paved this week.

The group agreed to have Cody turn the drinking fountain in Butler Park off on November 1st.

All agreed that the discontinuance of the old water line servicing the Butler Park irrigation will be scheduled in the spring before activities in the park begin.

Cody reported that the water main flushing is progressing. He noted that in several locations the time needed to run the hydrant to clear the water is less than it took during the spring flushing.

7:30 pm Cody Boisvert left the meeting.

The Commissioners asked Penny Griffin to verify with the town office that the oil deliveries for 63 West Main Street is on automatic delivery.

The Commissioners reviewed and authorized the October 10, 2019, meeting minutes; 2019 AP vouchers #20 for water and sewer; and, timecards.

The group resumed their review of the current sewer billing regulations. The list of businesses served by the sewer system using the unit design flows listed in Table 1008-1 of New Hampshire Code of Administrative Rules chapter Env-Wq 1000 was reviewed. It was noted that there were very few that would be different than what is currently charged. The group agreed that the next step would be to look at how other communities determine their billing. The group will continue their review at future meetings.

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

All voted in favor.

Meeting adjourned 8:45 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