

Town of Hillsborough Water & Sewer Commission
September 24, 2019 Meeting Minutes

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

The Commissioners reviewed and authorized the September 12, 2019, meeting minutes; 2019 AP vouchers #18 for water and sewer; and, timecards.

The group reviewed the current sewer billing regulations and had a round table discussion of items that may need adjusting and potential ways to do it. It was agreed to prepare a complete list of businesses served by the sewer system to include the current number of units of sewer being charged to each using the current regulations. The group will review the list in future discussions on this topic.

A discussion was held regarding the hiring of another employee and what the job description for that position should include. They also discussed expected basic qualifications and a possible probation period. It was agreed to draft a job description with the input of Paul Dutton, WWTF operator, and Cody Boisvert, the water operator.

Correspondence from Cole Melendy of Underwood Engineers regarding the approaching end of the 1-year warrantee period for the Hillsborough Bridge St. project. The Commissioners would like verification from Cole Melendy that all punch list items have been addressed and that NHDOT is also satisfied.

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

All voted in favor.

Meeting adjourned 8:30 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