

Town of Hillsborough Water & Sewer Commission
April 14, 2022 Meeting Minutes

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

Also in attendance, Cole Melendy of Underwood Engineers.

Cole Melendy presented the completed Wastewater Asset Management report. The conclusions and recommendations of Underwood Engineers were reviewed and discussed. Cole Melendy stated that the HW&SC had a tremendous amount of data for the report due to their current cleaning and inspection program by contractor Vortex, fna Ted Berry. It was noted that even though HW&SC has effectively managed the assets over time, more money needs to be put into capital reserve annual budgets to address the aging infrastructure and facilities. A discussion was held regarding funding possibilities. Cole Melendy suggested the Commission have a rate study done to assist in the planning for funding.

The Commissioners requested that Cole Melendy prepare ten (10) copies of the Wastewater Asset Management Program with the HW&SC logo on the cover to share with the Selectmen and other town board and committee representatives at a future meeting.

The Commissioners requested Cole Melendy to prepare a scope of work for a wastewater rate study and submit it for their review.

The upcoming June 1, 2022, deadline for the NHDES 2022 Pre-application solicitation NH Drinking Water State Revolving loan fund (DWSRF) program was considered. All agreed to have Underwood Engineers submit pre-applications for the same projects that were denied in the last round of DWSRF applications.

The Grant Agreement for the water Asset Management Grant was reviewed and discussed. Penny Griffin stated she is waiting for a confirmation from the Commissions attorney as to who should complete the grant agreement, the Selectmen or the Commissioners. If the legal opinion is that the Selectmen should sign the agreement, the Commissioners authorized Penny Griffin to take the documents to Laura Buono, Town Administrator, to be processed.

7:30 pm Cole Melendy left the meeting.

The schedule options for Alex Mellen to take the water operator II and water distribution II tests was reviewed. It was noted that NHDES has a test date in July 2022 for the amount of \$50 each test and that tests can be scheduled at various H&R Block locations anytime for the amount of \$150 each. Commissioner Chris Sieg motioned to authorize Alex Mellen to schedule the tests at an authorized H&R Block testing site for the amount of \$150 each. Commissioner Dave Lewis seconded the motion. Commissioner Peter Mellen abstained. Motion passed.

The storm drain and sewer system inflow issue on River Street was briefly discussed. The Commissioners agreed that they would like to conduct a site walk with wastewater operator, Paul Dutton the next time he is on-call on a weekend. They will arrange a time with Paul Dutton at the May 12 meeting.

Penny Griffin advised the board that Highway Foreman Ernie Butler contacted the HW&SC office to notify them that he intends to pave Depot Street and Preston Street (from Depot Street to West Main Street) this season. During the conversation with Ernie Butler, Penny Griffin noted that there is a water quality issue in that area of Preston Street that might need excavation and repair work and the Commissioners would possibly want to look at being able to do something to resolve it prior to paving;

however, the short notice could make that difficult. Ernie Butler offered to hold off on paving the Preston Street section if that would help the Commission. The Commissioners agreed that it would be helpful if he could wait on the Preston Street section and asked Penny Griffin to relay that information.

The removal of trees at the water treatment plant property in conjunction with the abutting Rockwell property owners that was authorized in January 2022 was discussed. Penny Griffin recently had to resend the approval and request for information to Robblee Tree Service as this job has still not been completed. The Commission stated that the project may have to wait until the winter months if they need to utilize the boat launch area as the public boat launch can be busy now that it is fishing season and they would also like to minimize any possible damage to the landscape from the machinery.

Recent new and/or changing business activity observed town was discussed. Penny Griffin advised the Commissioners that she has a list of these businesses and has been in contact with the building inspector and/or town planner regarding them as the owners have not yet contacted the HW&SC with their changes.

The Commissioners reviewed and authorized the following:

- 2022 AP Vouchers #7 W = \$11,541.38 S = \$20,769.70
- 3/22/2022 Meeting Minutes
- Timecards

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

All voted in favor.

Meeting adjourned 9:30 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