

**Town of Hillsborough Water & Sewer Commission**  
**August 6, 2019 Meeting Minutes**

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

The group discussed easement maintenance and what is needed this year. Paul Dutton stated that some easements need clearing of brush and overhanging trees and others just need mowing. Paul recommended hiring Michael A. Barrett Sr. for this year's maintenance as he is equipped to complete both clearing and mowing. The Commission agreed.

Paul Dutton advised the board that the large tanker trucks delivering chemical to the waste water plant have to use a section of the lawn to turn around which will become an issue in wet and snowy weather. A proposal, from W. Boisvert & Sons Inc., to excavate a 4,165 sq. ft. area 12" deep and replace with compacted crushed gravel was reviewed. Commissioner Lewis suggested applying Mirafi 500x stabilizing geotextile, or equal, to the subgrade that will provide separation and reinforcement to the crushed gravel. All agreed to accept the proposal for the amount of \$12,000.

The status of the chemical feed start up was discussed. Paul Dutton advised that both Ferric chloride and sodium hydroxide are now being pumped to the lagoons. Paul stated that Cody Boisvert has been working with him on the pump adjustments and completing maintenance tasks such as replacing tubing in these beginning stages. The role of Underwood Engineers at this point of the process was discussed. Commissioner Mellen stated that the role of Underwood Engineers is observation, recording and assisting if there are issues.

Paul Dutton reported that he has continued sampling the waste water system for metals content and had recently observed some higher levels at the West Main Street pump station. He will now test further out West Main Street to try and identify possible sources of the metals.

Commissioner Mellen asked Paul Dutton if the departments' trucks have been undercoated yet. Paul stated they have not but he will be scheduling them for that service.

A discussion was held regarding staffing. The group will work on developing a job description and ad for the position.

The Commissioners reviewed and authorized the July 23, 2019, meeting minutes; 2019 AP vouchers #15 for water and sewer; and, time cards.

Commissioner Lewis advised that his employer is disposing of some flat file cabinets and regular file cabinets; he asked if the water and sewer departments would be interested in acquiring any of them. Penny stated that she could use two of the large flat files in the office and she will check with Cody Boisvert and Paul Dutton to see if they could use any of them at the treatment plants. Commissioner Lewis will advise when they are available.

Penny Griffin advised the Commissioners that the Town is looking at changing phone companies. A discussion was held regarding the type of phone lines used by both the water and the sewer departments as the telemetry and alarm systems have dedicated

analog lines. All agreed it is important that the potential new company clearly understand what is required in each location as it is vital that there is no interruption in service. 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

Date:

Approved by:

Peter Mellen, Chairman

Chris Sieg

Dave Lewis  
Water and Sewer Commissioners