

Town of Hillsborough Water & Sewer Commission
July 11, 2019 Meeting Minutes

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

Paul Dutton reported that he has removed the mixer from the chemical tank and suggested selling the unit. Paul will look into places to advertise the unit for sale.

Mr. Dutton also stated that he has old manhole rings and covers that are of no use to the department and he would like to get rid of them.

Commissioner Mellen asked Paul if the water service at Grimes Field is repaired and ready for use for the upcoming fest and fair. Paul affirmed that he replaced the meter and backflow; however, he noted that in the future he would like to replace the unions with hydrant fittings to make the unit more operator friendly if the Town decides to remove the unit for the winter months. Commissioner Mellen advised Paul to contact Laura Buono in the fall to ensure the device is protected for the winter.

A discussion was held regarding the wastewater plant chemical feed start up status. Mr. Dutton relayed that Cole of Underwood Engineers is expected to be at the wastewater plant on Tuesday, July 16 to review the system to ensure it is ready for start up and then return on Tuesday, July 30 (after Paul's vacation) to start the system. Paul reported that the caustic has been delivered and he will check on the delivery date of the ferric tomorrow, July 12. Paul advised the Commissioners that he disagrees with Underwood's plan to start pumping both chemicals at the same time; he feels the caustic should be run first to increase the pH. Paul will discuss his concerns with Cole and suggest starting the caustic immediately. He will advise the Commissioners what is decided.

Paul Dutton advised the Commissioners that on July 6 there was a lightning strike that affected the water plant. Joe Damour of WSO+ assisted Paul in securing the plant operations as Cody Boisvert, the water operator, was out of state. Paul stated that upon complete inspection of the system this week, Cody found parts of the UV system that were burnt as a result of the strike and he had to have some parts sent overnight from Atlantium to make the repairs. EDI, Inc. was also called in to make repairs to the SCADA system that was affected by the strike.

Commissioner Sieg stated that he would like to have EDI Inc. provide a half a day training of the water plant SCADA interaction.

Easement mowing/clearing was discussed. Commissioner Mellen told Paul to ensure that the easement behind the armory is on the list to be cleared as it is quite overgrown. Commissioner Mellen also suggested that the Commissioners do a site walk at Colonial Heights to review the easements. Paul Dutton will review all easements to determine the condition of each and the group will revisit this topic at a future meeting.

Tool inventory was discussed. All agreed that both the water and the sewer departments should complete a tool inventory and that winter is a good time to complete the task. Commissioner Lewis suggested using an Excel template for the record keeping; he will forward a template he uses for reference.

The Commissioners reviewed and authorized the June 25, 2019, meeting minutes; 2019 AP vouchers #13 for water and sewer; and, time cards.

The group discussed the elimination of the valve in Butler Park that controlled the water service line prior to the new connection recently completed within the old fire station museum. Commissioner Mellen will meet with Cody to hopefully find an area outside of the brick walkway to dig and discontinue the valve by capping the line.

The group reviewed a Change of Occupancy form for 4 Henniker Street, a unit within 3 School Street building. As the space is remaining a retail space no special considerations are needed.

A Change of Use application was reviewed to add a 4 bedroom apartment above the existing commercial space at 118 West Main Street. The addition will require a sewer discharge increase of 600 gallons per day per New Hampshire Code of Administrative Rules Table 1008-1 Unit Design Flow Figures. The current available capacity of the wastewater treatment plant was reviewed and it was determined to be able to handle the increase request. Commissioner Mellen motioned to approve the Change of Use application as submitted to add a four (4) bedroom apartment to 118 West Main Street; the number of sewer units being charged to the property will increase from 1 unit to 2 units once the Certificate of Occupancy is issued. Commissioner Lewis seconded the motion. All voted in favor.

Penny Griffin advised the Commissioners that Joe Damour of WSO+ has approached Cody Boisvert regarding the possible purchase of water for the Emerald Lake water system. She stated that there is a legal agreement that has been used in the past that would need to be updated and signed as all Commissioners have changed since the last one was signed. The Commissioners agreed with that approach if Emerald Lake does indeed need to purchase water.

Commissioner Sieg reported that he went to the recent Zoning board hearing regarding 50 Grimes Cottage Road and a deck they want to build. Commissioner Sieg expressed his concern and frustration with the rude way in which the Zoning board chairman spoke to him and the fact that the chairman stated that the Zoning board would not take into consideration the Loon Pond ordinance when hearing a cases for variances for property on Loon Pond. The group reviewed the Loon Pond ordinance. It was noted that there are 2 parts of the ordinance; the Selectmen are the authority regarding restricted construction and the Water Commissioners are responsible for the enforcement of the second part of the ordinance, the water shed rules. All agree that the Loon Pond ordinance needs to be revised for clarification. It was also agreed that the ZBA should be considering the Loon Pond ordinance when processing hearings for properties located on Loon Pond or within the watershed. Writing a letter to the selectmen expressing the Commissioners concerns was suggested. The Commissioners asked Penny to obtain the minutes from the June 24th and July 8th ZBA hearings. The Commissioners will continue discussions at a future meeting to decide how they would like to address their concerns.

Setting up a capital reserve account for water shed protection was discussed. The Commissioners will look into the possibility further.

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

All voted in favor.

Meeting adjourned 10:00 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