

Town of Hillsborough Water & Sewer Commission
June 11, 2020 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 discussed correspondence from Cole Melendy of Underwood Engineers regarding possible projects to submit pre-applications to New Hampshire Department of Environmental Services (NHDES) for potential state revolving fund (SRF) loans next year. The following projects were agreed to be submitted:

- CWSRF Main St. Influent Grinder (\$150k)
- CWSRF Sewer Main Lining (\$50k)
- DWSRF Harvey Way Water Loop (\$1.3M)
- DWSRF Slow Sand Filter Re-Sanding (\$200k)
- DWSRF Bible Hill Reservoir Hatch Replacement (\$150k)

Commissioner Lewis motioned to designate Penny Griffin, Water & Sewer Administrator, as the signing authority for the Water & Sewer Commission on the SRF pre-applications. Commissioner Sieg seconded the motion. All voted in favor.

A discussion was held regarding NHDES sewer asset management project requirements. Commissioner Lewis will contact Cole Melendy to verify requirements.

The Commissioners reviewed a quote for a replacement hydrant meter, a backflow and stand. A discussion was held regarding the necessity to purchase all the parts as the backflow and stand on the one previous unit used were not broken. Cody Boisvert, the water system operator, had previously opined that he would like to purchase the whole new unit and keep the others as a back-up. Commissioner Lewis motioned to purchase the whole new unit as quoted. Commissioner Peter Mellen seconded the motion. All voted in favor.

The new Industrial Wastewater Discharge Permit for OSRAM was reviewed. Commissioner Dave Lewis motioned to approve the permit to be in effect from September 1, 2020 through August 31, 2025; and, submit it to OSRAM for signature. Once the permit is signed by OSRAM, they will need to complete a NHDES application for Industrial Wastewater Indirect Discharge request and submit it with appropriate fees to the Commission for submission to NHDES to complete their permitting. Commissioner Sieg seconded the motion. All voted in favor.

A proposal to replace a culvert and repair an area that has been washed out on a section of the Bible Hill cross country sewer easement was reviewed. Commissioner Chris Sieg motioned to approve the proposal. Commissioner Lewis seconded the motion. All voted in favor.

The group discussed the status of the town's paving schedule. Penny Griffin advised the Commissioners that the water and sewer system operators were notified on Monday morning, June 8th, that the roads being paved were being reclaimed on Wednesday, June 10th. As this was short notice and the operators were unable to schedule contractors to adjust the structures within the roads, the highway department worked with them to get the work completed in time. Commissioner Mellen suggested that due to the difficulty in being able to coordinate such work with the paving schedule maybe having the highway department complete the structure adjustments for future town paving projects should be discussed.

The Commissioners reviewed their findings of an inspection of a property (map 005 lot 049) located on Loon Pond. The inspection was in response to an anonymous complaint that the property owner was "clearing a lot of trees, bringing in fill and had an oil slick in the water near the property". On June 4th Commissioners Sieg and Lewis met with the property owner and did a site walk. It was

noted that the property owner has rehabbed an existing driveway (a copy of the property card specifically notes a gravel driveway previously installed), cleared out some overgrowth and created an open area. No "oil slick" was observed. The property owner owns a parcel across the road from this lot and stated that he intends to use it as an area to enjoy the lake but has no intention of building a home on it. Commissioner Mellen noted that the parcels owned by Peter Palmer have recently been merged and in order to build a home on that lot it would need to be re-subdivided at which time the Commissioners would receive notice. All agreed no further action is required.

The Commissioners reviewed and authorized the following:

- May 26, 2020 meeting minutes
- 2020 AP vouchers #11
 - o Water \$94,374.62
 - o Sewer \$17,239.61
- Timecards

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

All voted in favor.

Meeting adjourned 8:00 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