

Town of Hillsborough Water & Sewer Commission
May 11, 2023 Meeting Minutes

The meeting was called to order at 6:00 p.m. Present were Commissioners Peter Mellen, Dave Lewis and Dana Clow; Cody Boisvert, Water Operator; Paul Dutton, Wastewater Operator; and, Penny Griffin, Water and Sewer Administrator.

1. Cody Boisvert, Water Operator, presented the Commissioners with his proposed filter sand replacement project timeline. The group discussed the proposed timeline for the required tasks. Cody Boisvert also provided a proposal from W. Boisvert & Sons Inc. of \$850 per day to supply an operator to operate a machine provided by the commission to transfer the new sand into the filters. Discussion turned to the quote for the John Deere 3032E needed to transfer the sand into the filters. The Commissioners asked Penny Griffin or Cody Boisvert to verify the quoted amount of \$28,986 includes the John Deere Bio HyGARD II, a biodegradable transmission and hydraulic oil product, and that all warranties will still be valid with the replacement of the fluids to the Bio HyGARD II. The group will continue discussions on this topic at the next meeting.
2. Cody Boisvert asked the Commissioners if they had made any decisions regarding his personnel request. Commissioner Peter Mellen stated that they are still working on it.
3. Paul Dutton, Wastewater Operator, advised the Commissioners that he had EII, Inc. come and investigate issues with the pumps in the chemical feed building. Paul reported that EII, Inc. was able to make adjustments to the pumps and they are both working correctly now. Paul is still working on the pump tubing issue as the original tubing for those pumps has been discontinued and he needs to make adjustments to the pumps to account for the new replacement tubing.
4. Paul Dutton informed the Commissioners that Dave Beauchamp of Vortex, Inc. will be coming to visit him on Tuesday May 16 to discuss a plan for cleaning, tving and repairs to the sewer system this year.
5. A discussion was held regarding a manhole in Henniker Street that needs investigation. Paul Dutton will get a company to camera the line to obtain more information and report back to the Commission.
6. The group discussed the ongoing controls update at the Bear Hill pump station. Paul Dutton stated that they are waiting for the subcontracted electrician to come and complete the project.
7. The wastewater treatment facility contact tank lining project that was authorized by the Commissioners at the March 30, 2023, meeting was discussed. Paul Dutton stated that he is unsure that he will be able to shut down the treatment facility for them to perform the work so he will be contacting them to discuss options and request an updated quote if necessary.

7:50 pm Cody Boisvert and Paul Dutton left the meeting.

8. A Sewer Use Ordinance reporting letter to NHDES was drafted and signed.

9. Commissioner Dave Lewis reported that he attended the May 10, 2023, Selectmen's meeting to discuss the Town's proposed Myrtle Street paving project, which recently evolved to include the replacement of drainage. Commissioner Lewis stated that he brought with him copies of a map from the sewer asset management plan (previously shared with the Selectmen at their May 25, 2022 meeting) identifying Myrtle Street as an area that is recommended to replace sewer mains and advised the Selectmen that the Commissioners expect this area to be the next combined, Town/Water and Sewer Commission, road reconstruction project to be completed in the next 5 or 6 years; once Whittemore Street combined project is completed. Commissioner Lewis reported that the Town agreed to hold off on the drainage replacement until that time.
10. The Commissioners reviewed and authorized the following:
 - a. 2023 AP Vouchers #9 W= \$26,024.67 & S= \$22,118.89
 - b. 2023 2nd Issue Billing Warrants Water H - \$153,953.52, Water D - \$1,680.32, and Sewer - \$257,833.25
 - c. 4/25/2023 Meeting Minutes
 - d. Timecards

Commissioner Peter Mellen motioned to adjourn the meeting. Commissioner Dave Lewis seconded the motion. All voted in favor.

Meeting adjourned at 9:00 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen

Dave Lewis

Dana Clow
Water and Sewer Commissioners