

**Hillsborough NH Water and Sewer Commissioners
December 12, 2013 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Doug Parker, Peter Mellen and Herm Wiegelman; Paul Dutton, Waste Water Treatment Facility (WWTF) Operator; and, Penny Griffin, Administrator.

Commissioner Parker asked Paul about the fuel tank issue at the wastewater plant. Paul advised the Commissioners that a representative from Rymes came to inspect the issue and has determined that it is all set.

Commissioner Parker stated that he had invited Wes Ripple of NHDES to tonight's meeting. He advised that Rene LaBranche of Stantec wants to do bucket tests to prove the new chemical system works so Commissioner Parker thought it would be beneficial to have Wes included in the conversations as Rene states it is Wes' suggestion.

Commissioner Parker asked Paul Dutton for items for the upcoming budget. Paul stated that Butler Street sewer line was supposed to be lined this year but they were unable to complete it due to the deterioration of the pipe and it will need to be replaced. Paul suggested that the water lines be looked at on Butler Street as well if they have to open the road to replace the sewer line.

6:30 pm Rene LaBranche arrived.

Rene presented a proposed bucket testing schedule to the Commissioners. Paul Dutton asked Rene what the bucket tests will prove for the summer when the lagoons are nitrifying. Rene did not provide an answer. The proposal was reviewed.

6:35 pm Wes Ripple arrived.

Wes confirmed that NHDES is looking to close the project. He stated there are 2 forms that they are looking for signatures on. One, is the Final Completion document for the contractor and the second, is the Project Performance certification. The Commissioners agreed that they would be willing to sign the Final Completion document but are not ready to sign the Project Performance document as they have yet to see proof that the chemical feed system operates consistently.

Rene's bucket testing proposal was reviewed and discussed. The Commissioners asked Wes Ripple if this bucket testing is all that will be needed to prove the system works. Wes stated that it is a place to start right now but it will need to be tested in the actual system. Both Wes and Rene will be at the WWTF on Monday, December 16th to begin the bucket testing. Rene stated that he expects to do the testing over 3 weeks and have results in mid-January.

8 pm Wes Ripple and Rene LaBranche left the meeting.

The Commissioners continued their discussions with Paul regarding budget items. Paul listed the following items for consideration:

- Controls for the Bear Hill pump station,
- Membranes for lagoon 1,
- Wet side of the West Main pump station, and
- a generator for Bear Hill pump station.

Paul advised the Commissioners that he is having a lot of trouble with the pumps at the Bear Hill pump station as there appears to be a high usage of wet wipes that are causing issues.

A discussion was held regarding the sewer lines on Butler Court. The Commissioners asked Paul Dutton to review how those homes are connected to the system.

8:45 pm Paul Dutton left the meeting.

The Commissioners reviewed and discussed both water and sewer budget drafts.

Commissioner Mellen stated that he would like to see more information on what is needed to replace the sewer line in Butler Street.

The Commissioners reviewed and approved AP vouchers, past meeting minutes, and time cards.

Commissioner Mellen motioned to adjourn the meeting. Commissioner Wiegelman seconded the motion. All voted in favor.

Meeting was adjourned at 9:30 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes Approved by: Date:

Douglas Parker, Chairman

Peter Mellen

Herm Wiegelman
Water and Sewer Commissioners
Town of Hillsborough