

**Town of Hillsborough Water & Sewer Commission
November 14, 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; Penny Griffin, Administrator; and, Cole Melendy of Underwood Engineers.

Cole Melendy reported to the Commission that the one (1) year warranty period for the Bridge Street sewer project is approaching. He stated that a site walk was completed and there were no issues found. The group discussed any outstanding items on the punch list. All agreed to have Cole Melendy prepare the final balancing paperwork and recommendation to release the agreed amount of retainage being held for the project.

The group discussed the current operations and performance of the wastewater plant in accordance to the newly issued NPDES permit. It was noted that all permit requirements are currently being met. A discussion was held regarding the new reporting requirements in the permit. It was agreed that Underwood Engineers will assist Paul Dutton with the new reports. Underwood will prepare a proposal to provide continuing service.

Data from the chemical feed start-up pilot was reviewed and discussed. It was agreed that Paul Dutton will add influent and effluent alkalinity sampling to his next sampling rounds to obtain baseline data. Paul Dutton stated that he intends to have the SCADA system programed to flow pace the ferric as is done with the caustic.

Cole Melendy recommended that the Commissioners request a new industrial permit application from OSRAM now that the town's NPDES permit is active. Paul Dutton suggested that more stringent violation reporting requirements be put in place in order to address issues as they happen. Cole suggested that a process flow diagram be included with the application and a site visit be done, along with the appropriate NHDES representative, to review their information. Mr. Melendy will provide a suggested letter and application to the Commissioners.

Mr. Melendy reported that the sampling for the Ground Water permit is scheduled for next week and the report is due in January 2020 to NHDES.

7:30 pm Cole Melendy left the meeting.

Paul Dutton reported that during recent sewer videotaping of the wastewater collection system by the Ted Berry Company, several areas were identified that are in great need of repair. Most notably, the Gay Avenue, Park Street and Whittemore Street area; Bear Hill Road; and, Union Street. All agreed that it would be ideal to be able to replace them all; however, the ballpark replacement unit cost is estimated at \$250-\$300 per foot to replace a typical 8-inch diameter sewer main. The group will review Ted Berry's report once it is submitted and prioritize items during their 2020 budget preparation. USDA – Rural Development funding assistance guidelines will be reviewed for future contributions.

The group discussed the recent discovery of significant inflow on River Street where the old sewer main is still connected and discharges to the newer sewer main. It was agreed that in the spring the commission will retain a contractor to disconnect the old sewer main from the new.

From dye testing, it was also found that the sewer service flow from 23 Depot Street comes down over the hill to River Street where it discharges to the old sewer main discussed above. This service connection will be connected to the new sewer main during the main separation project in the spring.

The Commissioners signed a letter to Granite State Rural Water thanking them for their assistance in identifying these issues.

A discussion was held regarding the operator position that needs to be filled. The group will develop a proposed advertisement for the position which, when approved, will be published in the local papers.

The meter reading process was discussed.

The Commissioners reviewed and authorized the October 22, 2019, meeting minutes; 2019 AP vouchers #21 for water in the amount of \$27,624.38 and sewer in the amount of \$47,569.05; timecards; and, 2019 4th issue billing warrants for Hillsborough water in the amount of \$171,809.75, Deering water in the amount of \$3,657.23 and sewer in the amount of \$216,318.58.

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

All voted in favor.

Meeting adjourned 9:45 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