

**Town of Hillsborough Water & Sewer Commission
January 11, 2018 Meeting Minutes**

Meeting called to order 6:00pm. Present were Commissioners Peter Mellen, and Chris Sieg; Paul Dutton, WWTF Operator; and, Penny Griffin, Administrator. Also in attendance was Selectman John Daley.

The group reviewed and discussed a letter from the New Hampshire Department of Environmental Services Dam Bureau to the board of selectmen, which the Commissioners were copied on, regarding the recent inspection of the sewer lagoons and their surroundings. The letter outlined four (4) items that NHDES recommends to be addressed; the first request being to update the Operation and Maintenance manual plan and the other 3 items being property maintenance items. Paul Dutton suggested that Underwood Engineers be asked to help update the Operations and Maintenance manual. He also stated that he believes that a company such as Robblee Tree Service or John W. Brown that has the required equipment to clear and stump would be needed to accomplish the requested clearing. Commissioner Mellen stated that the sewer department maintains the grounds inside the fence but the areas being addressed in the NHDES letter are for areas outside of the fence. Commissioner Mellen stated that the Commissioners would like direction from the selectmen and asked Selectman Daley if he could find out who is responsible for this maintenance physically and financially. Selectman Daley stated he would ask Laura Buono to ensure the topic is on the agenda of the next selectmen's meeting to discuss.

The sewer budget was discussed. Paul Dutton suggested the Commissioners have funds in the upcoming budget for the pump station on Bear Hill Road to update the controls and install a generator. A discussion was held regarding what would be needed. The Commissioners agreed that the Bear Hill pump station suggested items should be implemented through the regular operating budget.

Selectman Daley advised the Commissioners that he had recently seen on social media complaints about the taste and smell of the water, as well as hearing that antifreeze had been added to the drinking water by the Commissioners. The Commissioners assured him that no antifreeze had been added to the water supply. It was discussed that while people know what chlorine tastes and smells like, most are unfamiliar with the taste and smell of chloramines, a combination of chlorine and ammonia currently used to disinfect the water, along with ultra violet (UV) light. A discussion was held regarding what chloramines are and what they do. The particular type of chloramine used in drinking water disinfection is called monochloramine. Monochloramine is mixed into water in levels that kill germs but are still safe to drink. It was discussed that occasionally natural pond "turn-over" due to seasonal changes in air and water temperatures requires that adjustments be made in the treatment process, resulting in customer complaints of the water tasting like chlorine, or like a disinfectant, and in one case, tasting "like band-aids smell." Although this procedure may briefly alter taste and odor, the water is safe to drink – there are no associated health risks. All agreed that better community education is needed.

7 pm Selectman John Daley left the meeting.

A discussion was held regarding the West Main pump station. The group reviewed the preliminary data collected by Commissioner Sieg using the newly installed software.

8 pm Paul Dutton left the meeting.

Commissioner Sieg suggested that, in an effort to save money, the Commissioners consider looking into purchasing their own backflow testing meter which he estimates the cost to be about \$750 and utilize his backflow tester certification to test our devices bi-annually. The Commission agreed to

investigate the purchase and review the information at a future meeting.

The Commissioners reviewed and discussed 2018 water and sewer budgets.

The Commissioners asked Penny Griffin to check with Paul Dutton for an estimate of when sludge will need to be removed from the lagoons and an estimate of cost.

The Commissioners reviewed the draft financial information and treasurers' statement for the Town report.

The Commissioners reviewed and authorized the December 28, 2017, meeting minutes; 2018 AP voucher #1 (2017 invoices) for water in the amount of \$2,555.08 and for sewer in the amount of \$45,966.50; 2018 AP voucher #2 (2018 invoices) for water in the amount of \$10,486.51 and for sewer in the amount of \$3,626.55; and time cards.

The Commissioners discussed the future direction of the water system operations. The Commissioners agreed that given the complexity of the new water treatment system and the many water related issues that are currently addressed by personnel from the wastewater treatment plant, the best course of action would be to have the system operated by a full-time employee. A discussion was held regarding the items needed to have in place in conjunction with hiring their own operator which are currently covered with the contracted operators. It was also noted that there will need to be some overlap time between the new employee and the contract ops company for training. The Commissioners will create a job description and budget for a new employee and the required tools in the 2018 water budget.

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

Meeting adjourned 9:30pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen, Chairman

Chris Sieg
Water and Sewer Commissioners