

Town of Hillsborough Water & Sewer Commission January 10, 2019 Meeting Minutes

Meeting called to order 6:00 p.m. Present were Commissioners Peter Mellen, Chris Sieg, and Dave Lewis; Penny Griffin, Administrator; and, Paul Dutton, WWTF operator.

Commissioner Lewis asked Paul Dutton if he received the base estimate from RH White to install the comminutors at the West Main Street pump station. Paul replied that he had not but he has spoken with their representative who expects to be able to provide one by the end of next week. A conversation was held regarding the possibility of using system improvement capital reserve funds to pay for the project.

6:15pm Selectman Jon Daley arrived at the meeting.

A discussion was held regarding the generator at the West Main Street pump station. Commissioner Sieg asked Paul, whereas the pump station has three phase electric, if one leg of the 3-phase service is dropped will the generator respond and the system send an alarm. Paul Dutton confirmed that it does, but that the station does not provide true SCADA feedback. The group discussed the recent electrical issue in the vicinity of the West Main Street pump station that was repaired by Eversource.

The proposed Bear Hill pump station backup generator project was discussed. Commissioner Lewis reported that he is still working to complete the grant application for funding assistance for generator projects through FEMA. Portions of the project, such as the site installation location, type and size of the propane tank and the generator were discussed. The group reviewed Underwood Engineers ESR 16 for engineering assistance for the project to include generator design services and part-time construction assistance for the amount of \$16,000. Commissioner Lewis will continue the application and report at the next meeting whether engineered plans are required for the application.

Paul Dutton reported that highway foreman, Bill Goss, removed the beaver dams on the sewer cross country easement between the Jefferson Heights development and the Rte. 9/202 bypass embankments that were causing the manholes in the low-lying area to be submerged providing potential infiltration hazard.

The sewer budget for chemicals was discussed. It was agreed that not knowing exactly when the new NPDES permit for the wastewater treatment plant will be issued and what the permitted threshold parameters will be present budgeting challenges. The group reviewed and discussed an estimate of chemical costs, prepared by Cole Melendy of Underwood Engineers, based on a review of findings when the chemical feed system was installed.

A discussion was held regarding required grease trap cleaning. Paul Dutton advised the board that he intends to have Eric Edwards complete Fats, Oil, Grease (FOG) training. Once the training is complete Paul will request Ray Gordon of NHDES to come and attend inspections with Eric Edwards.

Commissioner Sieg reported that he spoke with Randy Suozzo of NHDES who our water plant in the water division. He stated that during his conversations, Mr. Suozzo inquired about the Commission's intent regarding the potential for the Emerald Lake water system to receive flows from the Hillsborough water system. Commissioner Sieg stated that he advised Mr. Suozzo that the Commission is amenable to the idea and would be willing answer any questions they may have.

A discussion was held regarding UVT (ultra-violet transmission) and turbidity as they pertain to the drinking water.

Commissioner Lewis asked if the Commission had ever looked into “ice-pigging” - the process of using crushed ice to more aggressively flush water mains. Commissioner Mellen stated that it had been considered, however it poses a risk to cast iron pipes breaking which is what the majority of our water system is composed of.

The Commissioners reviewed and authorized the November 27, 2018, meeting minutes; 2018 AP voucher #25; and, time cards.

The Commissioners reviewed and discussed the water and sewer budgets. Review will continue until the next meeting.

A discussion was held regarding reimbursing employees for cell phone usage for work. Commissioner Sieg motioned to reimburse Cody Boisvert, Eric Edwards and Penny Griffin \$50 per month each (\$25 from water and \$25 from sewer) for work cell phone use and to grandfather Paul Dutton’s previously authorized \$67.48 per month (\$33.74 from water and \$33.74 from sewer) cell phone reimbursement payment. Commissioner Lewis seconded the motion. All voted in favor.

The group reviewed and discussed the sewer rates. It was noted that the significant budget increases result from the anticipated operation of the chemical feed system to address expected revised limits in the new NPDES permit include increases in chemicals, engineering, lab fees and maintenance. This would result in an approximate \$173,000 operating budget increase. This increase will require a rate increase; the first since 2013. After discussion, Commissioner Mellen motioned to raise the sewer unit rate from \$90 per quarter to \$120 per quarter beginning with the February 2019 billing warrant. Commissioner Sieg seconded the motion. All voted in favor.

Commissioner Sieg advised the group that he spoke with Phyllis Posey of Atlantium Technologies (vendor that provided the ultra-violet (UV) treatment system) regarding the maintenance proposal for 2019 for the UV system at the water plant. He stated that the Atlantium group agreed with 2 check-up visits, 1 annual preventative maintenance visit, 4-hour phone service and 10% off parts and would be forwarding a quote for review.

It was noted that the budget hearing is scheduled on February 12, 2019. The Commissioners agreed to complete their budgets at the January 22, 2019, meeting.

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

All voted in favor.

Meeting adjourned 10:30 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