

**Town of Hillsborough Water & Sewer Commission
October 12, 2017 Meeting Minutes**

Meeting called to order 6:00pm. Present were Commissioners Peter Mellen, Herm Wiegelman and Chris Sieg; Paul Dutton, WWTF Operator; and, Penny Griffin, Administrator.

Selectman John Daley was also in attendance. Selectman Daley stated he was in attendance to touch base with the Commissioners. He stated that he has been hearing people at various committee meetings talking badly about the Commissioners and their “lack of planning for the future”. Selectman Daley stated that he would like to discuss what things can be done to inform people and possibly lighten up some of the negativity. Selectman Daley suggested that the Commissioners attend some of the committee meetings to answer any questions and possibly educate the members. Commissioner Sieg stated that there is capacity currently available and that the Commission expects more capacity to be available once the new permit is issued from EPA and the State of New Hampshire. Selectman Daley stated that he and Commissioner Sieg spoke the previous day about the conclusion reached by the Water/Sewer Advisory Committee in 2006 concerning the future growth of sewer. All agreed that that information seems to have been forgotten. Selectman Daley suggested that when the Commission meets with planning regarding the 2018-2023 CIP, that they express to the group that there is a plan, and that a determination needs to be made regarding who should be responsible to update and move forward with the plan. A discussion was held regarding the 2018-2023 CIP. A copy of the 2011-2017 CIP, provided by Selectman Daley, was reviewed. It was noted that there were 6 items for water and sewer on that CIP, most of which have been completed. The types of projects to go on the list were discussed.

6.45 pm Selectman John Daley left the meeting.

Commissioner Mellen reported that Michelle Barden of EPA contacted him with questions regarding the sewer system upgrade. Mellen said he is working with Cole Melendy of Underwood Engineers to obtain the requested information for Ms. Barden.

A discussion was held regarding the difference between sewer “local limits” and “permit limits”. Paul Dutton explained that local limits are set so that collectively, the users cannot cause the wastewater treatment plant to violate its permit limit set by EPA. A discussion was held regarding the types of metals that may have limits set on them in the new permit from EPA. The upgrade to the WWTF was discussed and its correlation to the removal of metals should the new permit from EPA put new restrictions in place.

The sludge sampling process was discussed.

Paul Dutton advised the Commissioners that he feels there is a drain connected to the sewer somewhere out in the system. He stated that it is very difficult to find. The data recorded during rain events shows a high amount of water coming into the plant that quickly reduces as soon as the rain stops, which he believes supports his theory regarding a storm drain connection. Commissioner Mellen agreed and has suggested obtaining flow meters to use throughout the system to record data to try and find areas of concern.

Paul Dutton suggested the replacement of old water lines and sewer lines as projects for the CIP.

A discussion was held regarding easement clearing. Paul Dutton suggested that next year a company be hired to cut the tree branches back as they are growing into the easements. All

agreed.

The Commissioners discussed possible projects to present on the 2018-2023 CIP. The following list was derived:

2018-2023 CIP Water & Sewer Items

<u>Rank</u>	<u>Expenditure</u>	<u>Anticipated Cost</u>	<u>Method of Financing</u>	<u>Year to Complete</u>
1	Bridge Street Sewer Main Replacement	\$700,000	Taxes - \$400,000 User Fees - \$300,000	2018
2	West main Pump Station Improvements	\$350,000	Taxes - \$100,000 User Fees - \$250,000	2018 - 2019
3	Bear Hill Pump Station Improvements	\$25,000	User Fees	2019
4	Data Acquisition of Sewer areas	\$50,000	User Fees	2018- 2023
5	New Vehicle	\$50,000	User Fees	2019
6	Garage at WWTF	\$30,000	User Fees	2019
7	Sewer Collection System Improvements (I/I removal)	\$1,500,000	User Fees (\$250,000/year)	2018 - 2023
8	Water Main Replacement	\$300,000	User Fees (\$50,000/year)	2018 - 2023
9	Watershed Protection Land Purchase Loon Pond	\$600,000	User Fees (\$100,000/year)	2018 - 2023

The Commissioners agreed to discuss future growth with the group as well. Commissioner Mellen asked Penny Griffin to schedule the CIP appointment for 4pm on October 17th.

8:35 pm Paul Dutton left the meeting.

A discussion was held regarding the backflow and meter set up for hydrant use. The Commissioners agreed to have New England Backflow Inc. provide the hydrant meter and backflow set up to the Commission. They also agreed that once the unit is received a non-emergency hydrant use procedure will need to be created and implemented.

The Commissioners reviewed a letter from NHDES regarding considering Hydrologic Areas of Concern (HACs) as one possible priority area for future land conservation. All Commissioners agreed to contact Pierce Rigrod at NHDES to affirm that they feel the HAC shown on the map provided is appropriate.

The Commissioners reviewed and authorized the September 26, 2017, meeting minutes; 2017 AP vouchers #19 for water in the amount of \$115,763.98 and for sewer in the amount of \$19,908.78; and, time cards.

A discussion was held regarding Commissioner attendance at future Economic Development Committee meetings. All agreed that it is a good idea. Commissioner Wiegelman stated that he will attend the next EDC meeting.

The Commissioners discussed a complaint received by and reported to the water and sewer department by Selectman Dave Fullerton from the residents of 171 East Washington Road regarding the "Drinking Water Supply Area" sign near the end of their driveway. Selectman Fullerton had reported that the property owners stated that "people go up their driveway looking for drinking water due to the sign". The Commissioners reviewed the location of the installation of the sign and determined that it is not on 171 East Washington Road property and it is installed per the recommendation provided in the Loon Pond Source Water Protection Plan January 2015 prepared by Granite State Rural Water Association (GSRWA). Commissioner Mellen stated that Penny Griffin is in contact with GSRWA regarding obtaining information to possibly have new signs printed to say "Drinking Water Protection Area".

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg 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

Herm Wiegelman

Chris Sieg
Water and Sewer Commissioners