

**Town of Hillsborough Water & Sewer Commission
November 8, 2018 Meeting Minutes**

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

Also in attendance was Selectman Jon Daley.

Cole Melendy presented the Commissioners with a Certificate of Substantial Completion for the Bridge Street project. Mr. Melendy stated that the newly installed sewer lines have passed all required testing and are currently in use; this allows the contractor to request the substantial completion certificate from the Commissioners. The group reviewed and discussed outstanding items on the project punch list to be completed.

Mr. Melendy also presented pay request 3 from Daniels Construction to the Commissioners for review and authorization.

Commissioner Lewis motioned to approve and sign both the Certificate of Substantial Completion and pay request 3 as presented. Commissioner Sieg seconded the motion. All voted in favor.

Cole Melendy reported that Michele Barden from the US Environmental Protection Agency (EPA) contacted him regarding the Hillsborough's wastewater NPDES permit application. Ms. Barden advised him that she has completed the draft permit which has now been sent to New Hampshire Department of Environmental Services (NHDES) for their review. The group discussed proposed limit information that Ms. Barden had verbally discussed with Cole and what might need to be done to the current system to meet the proposed new limits. Commissioner Lewis asked what other community in NH has a WWTF system like ours to which Paul Dutton answered "None". Cole Melendy stated that meeting the proposed new limits could be a challenge. Paul Dutton and Cole Melendy will meet to review information in preparation of the new permit. Commissioners Mellen noted that any changes required would need to be prepared for in the upcoming budget. Paul Dutton stated that the amount budgeted annually for lab fees will need to be increased greatly as the proposed new limits would require much more testing. Cole Melendy will prepare a scope of services for the Commissioners to have Underwood Engineers complete an assessment of the current system and what will need to be done in preparation of the proposed new permit. He will include resources for an experienced Underwood principal to evaluate our WWTP operations and probable impact of the proposed new limits. Cole did note that some points of the assessment will not be able to be completed until the actual draft permit is released by EPA so they can read it in its entirety.

Selectman Daley asked Mr. Melendy if he keeps a log of the conversations he has had with EPA. Cole Melendy stated that he does and he also emails the Commissioners a summary of the conversation.

Commissioner Lewis asked Cole Melendy if the electrical review of the pump stations has been completed. Cole stated that it has been completed and he has a draft report from the electrical engineer Lee Carroll, P.E.. Mr. Melendy stated that he has started to review the data being collected at the pump stations and will be providing the Commissioners a letter of opinion regarding sufficiency of the West Main St. pump station to accommodate additional flows from the proposed Weatherstone Development development and recommendations for coordination of backup generator set impacts at the Bear Hill pump station.

Commissioner Lewis asked Paul Dutton if we have received an estimate to install a Muffin Monster sewer communitor at the West Main St. pump station to address the floating mat of solids. Paul

stated he is still working with RH White who has agreed to have one prepared for budget preparation. Commissioner Lewis stated that the Muffin Monster installation project would require bonds since the installed cost will likely exceed \$100,000.

Cole Melendy advised the Commissioners that Underwood / EAI will be completing the required annual ground water sampling report and O & M. PFAS testing must be included in this round per NHDES.

8:30 pm Cole Melendy left the meeting.

The Commissioners reviewed a Change of Use application for 25 Myrtle Street. The application requests to change the building from a 3 unit apartment building to 2 individual condos. The Commissioners noted that one (1) meter is provided to the property and the second meter will need to be purchased by the applicant. Commissioner Sieg motioned to approve the application as presented with the notation regarding the purchasing of the second meter. Commissioner Lewis seconded the motion. All voted in favor.

A discussion was held regarding the manholes that will need adjusting due to proposed town and state paving projects next year. Paul Dutton noted there are approximately twenty-eight (28) manholes on West Main Street and approximately twenty-one (21) on Bradford Circle, Meeting Hill Road, Symonds Road, Gibson Road, and McNeil Road. Paul stressed to the Commissioners and Selectman Daley that it is imperative that there is coordination with the paving schedule of the paving projects due to the number of manholes that need to be adjusted. He explained that a company will need to be hired to complete the work and historically companies do not have the number of plates required for these proposed areas to cover the manhole structures to be left in the ground for any extended period of time. A discussion was held regarding the procedure for manhole adjusting. The group also discussed raised manholes in the roadways as it typically creates several complaints from the community if raised for a sustained duration. The Commissioners stated that each raised manhole will be marked with paint until the paving is completed. Paul will continue to try and coordinate with the highway department and Commissioner Lewis will follow up with Tom Santos of NHDOT regarding the proposed state paving project.

The lettering and Rhino Lining of the new truck was discussed. Paul Dutton will look into where to get those services completed.

9:00 pm Paul Dutton left the meeting.

A proposed meeting with the abutter of the old chlorination station on Bible Hill has been proposed for Saturday, November 10 at 1 pm at the site. Commissioner Mellen and Commissioner Lewis stated they will attend. Penny Griffin will post the required notice of the meeting.

Commissioner Sieg reported that Cody Boisvert, water system operator, advised that Atlantium has not been fulfilling their requirements of the maintenance contract and as has suggested requesting ½ the contract for next year. The group will discuss this at the next meeting with Mr. Boisvert.

The group discussed the landfill-mounted solar panels and Town utilities. The Commissioners asked Selectman Daley if the Town collectively is to receive a percentage discount or other rebates on power from the solar company per the contract to install them on the Town's land-fill property. Selectman Daley stated he would check with Laura Buono, Town Administrator.

The group continued their discussion on digital record keeping. Commissioner Sieg will look into the cost to purchase a computer to be housed in the water and sewer office for the sole purpose of retaining electronic record back-up.

The Commissioners reviewed and authorized the October 23, 2018, meeting minutes; 2018 AP voucher #22 for water in the amount of \$124,575.71 and for sewer in the amount of \$15,427.22; and, time cards

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

Meeting adjourned 9:30 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