

**Town of Hillsborough Water & Sewer Commission  
December 13, 2018 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.

Paul Dutton advised the Commissioners that the new truck has been delivered and is now in use. A discussion was held regarding having the truck lettered. Commissioner Mellen will make some inquiries regarding available vendors that may provide this service. Paul Dutton stated that he will look into getting lights mounted on the new truck and having the others trucks lights serviced as they each have some issues. He will also look into having the bed of the truck Rhino lined.

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

Selectman Daley reported that he spoke with Bill Goss regarding next year's paving and Mr. Goss has agreed to attend a meeting with the water and sewer departments to coordinate the project. Selectman Daley also stated that Mr. Goss is willing to purchase some steel plates that can be used to cover the manholes once they are lowered in preparation for paving. The Commission agreed they could also purchase some to have in their stock.

Paul Dutton advised Selectman Daley that he had checked out the hydrant on Blair Avenue that Selectman Daley had previously asked if there was an issue with. Mr. Dutton explained that the system is a gravity system which has static pressure when the system is closed but once it is opened the pressure is released and the flow is at the mercy of gravity and pipe size.

A discussion was held regarding the recent use of the hydrant near Oxbow Campground by the Deering fire department. All agreed that they have no qualms with the use of hydrants during a fire; however, the Commissioners have required that any filling of trucks after a fire or for training be done at the Hillsborough fire station so that the required backflow device will be used in order to protect the drinking water system. The group agreed that as there have been changes in personnel recently in the Deering fire department it would be beneficial for the Commissioners to send a letter to reiterate the hydrant use request.

6:45pm Selectman Jon Daley left the meeting.

A discussion was held regarding hydrant coding. The Commissioners suggested having Cody Boisvert, the water system operator, contact Granite State Rural Water for guidance.

The Commissioners asked Paul Dutton for his opinion regarding ESR 15 presented by Cole Melendy of Underwood Engineers for WWTF chemical feed pilot and start-up support. Paul stated that he was concerned with the proposed timing and will be contacting Cole clarification. Paul suggested obtaining samples now to start the process.

A discussion was held regarding OSRAM's processes and the pretreatment permit the Commission issues to them. It was agreed that once the new NPDES permit is issued to Commission, OSRAM's pretreatment permit application will need to be processed by Underwood Engineers to ensure their discharge to the sewer system is compliant so not to

cause the WWTF to violate.

A brief discussion was held regarding storage at the WWTF. Paul stated that he will attempt to rearrange things to utilize existing space but he noted that space is limited.

The Commissioners reviewed an abatement request from the owner of 52 Church Street who stated they had excessive water use due to a faulty toilet in the home. All agreed they are sympathetic to the situation, however, this is not the first request received like this. Commissioner Mellen motioned to deny the request as it is policy to charge for water that went through the meter. Commissioner Lewis seconded the motion. All voted in favor.

The Commissioners reviewed and authorized the November 27, 2018, meeting minutes; 2018 AP voucher #24 for water in the amount of \$13,246.42 and for sewer in the amount of \$16,541.59; and, time cards

The Commissioners noted that their next scheduled meeting is set for Christmas Day, December 25. All agreed to cancel the December 25, 2018, meeting.

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

All voted in favor.

Meeting adjourned 8:45 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