

Town of Hillsborough Water & Sewer Commission
March 10, 2016 Meeting Minutes

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

Paul Dutton told the Commissioners that he has spoken with Michele Barden of Environmental Protection Agency (EPA). He stated that Michele advised that the permit application had been just about completed and they were notified by New Hampshire Department of Environmental Services (NHDES) a number used in processing the application had been changed and Michele needs to reprocess the application which should take about 6 months. Commissioner Mellen confirmed that he had the same conversation with Michele Barden. He also stated that he had a conversation with John Jackman of Hoyle, Tanner & Associates, who noted that it is not unusual for permit application processing to take this long as the Town of Hillsborough's WWTF is not in violation and is not the subject of any legal action. Commissioner Sieg asked Paul if money was not an object, how he would remedy the capacity issue for wastewater. Paul's answer was to build a new wastewater treatment facility that was a different process than the existing lagoon process. Commissioner Wiegelman asked what other options there were. Paul stated spraying or putting it into the ground as other treatment options. Commissioner Mellen stated that the NHDES and EPA are trying to get away from having wastewater facilities discharging to rivers. Paul stated that he doesn't know what else could be done to increase the capacity of this plant. Commissioner Sieg asked Paul if a new plant is inevitable. Paul stated yes; and it takes time for a new plant; usually 5 years to design and then 5 years to build.

Commissioner Mellen presented the question of where the Commissioners would like to be next year. The Commissioners came up with the following list:

- Get the Accessibility fees in place
 - o Complete the study
 - o Meeting with Selectmen and Economic Development Committee (EDC) to discuss to what degree fees should be implemented
 - o Adopt the new Accessibility Fees
- Contract with an engineering firm for sewer functions
- Complete the lining of the sewer main in Henniker Street
- Complete repairs of sewer mains on Depot Street, Cross Street, and Preston Street
- West Main Street pump station
 - o Engineering of grinder installation
 - o Grinder installation
 - o Electrical upgrades
 - o Fan upgrades
 - o Light upgrades
- Replace remaining old section of sewer line in Hoyt Lane prior to town paving.
- Study revising sewer billing as requested at town meeting.

A discussion was held regarding the status of the accessibility fee evaluation. John Jackman of Hoyle, Tanner and Associates is still working on completing the evaluation for his final report and is in the process of beginning the water accessibility fee evaluation. The Commissioners agreed that once the evaluations are completed to invite the Selectmen and

the EDC members to a meeting and have John Jackman in attendance to review the findings and recommendations.

The Commissioners discussed the choosing of an engineer for sewer functions. They reviewed information that had been submitted by engineering firms for consideration. The Commissioners asked Penny to schedule a firm to come in to their next meeting for an interview.

The Commissioners discussed the lining the sewer main in Henniker Street. It was agreed that money from the I/I Reduction Capital Reserve would be used for this project and the repairs to Depot Street, Cross Street and Preston Street. Paul will move forward with scheduling with Ted Berry Company for these projects.

A discussion was held regarding the work to be done at the West Main Street pump station. Paul suggested that they should have an engineer look at the installation of the grinder. Paul also advised that an electrician would need to be hired to complete the grinder installation. The Commissioners agreed to continue coordinating the grinder installation at future meetings. They also agreed to use System Improvement capital reserve funds for the upgrades to the West Main Street pump station.

The Commissioners discussed the proposed replacement of an old piece of sewer pipe in Hoyt Lane. The Commissioners agreed that it was important to complete this project early in the season as the highway department intends to grind and pave Hoyt Lane this year. Paul will contact contractors most recently involved with repairs on Hoyt Lane to determine their availability to complete the project.

Paul Dutton advised the Commissioners that he is having a major grease issue in the system. The Commissioners asked if he could tell where it was coming from. Paul stated he could not, and therefore would like the Commissioners to consider implementing a requirement that verification of grease trap cleaning be submitted quarterly to ensure compliance and hopefully decrease the amount of grease entering the sewer system. Currently verification is only requested once a year. The Commissioners agreed to have Penny proceed with the regular spring request of proof of cleaning letters sent to all customers on the grease trap registry. They asked Penny to be sure and include the ordinance 181-14 C which states "Grease, oil, and sand interceptors shall be provided at the owner's expense when, in the judgment of the HW&SC, these devices are necessary for the preliminary treatment of wastewater containing excessive amounts of grease and oil or sand, except that such interceptors shall not be required for residential users. All interception units shall be of a type and capacity approved by the HW&SC and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired regularly, as needed, by the user at the user's expense. The owner shall be responsible for the proper removal and disposal by appropriate means of the captured materials and shall maintain records of the dates and means of disposal, which shall be subject to periodic review by the HW&SC. Any removal and hauling of the collected materials shall be performed by currently licensed waste disposal firms." Inspections of grease traps were discussed. The Commissioners asked Penny to forward digital copies of the letters to Robyn Payson and Laura Buono to inform them of the Commission's request. The Commissioners will follow-up on this issue at future meetings.

Paul Dutton advised the Commissioners that they will need to begin electronically filing the WWTF monthly reports, with the commission chairman electronically signing the reports. Paul will get all the information together for the next sewer meeting.

Paul told the Commissioners that he will be calling Wes Wixson to come do repairs needed on valves at the WWTF. He also advised the Commissioners that he would like to begin planning to have the membranes replaced next year and to also address some areas of aeration that need maintenance.

A discussion was held regarding areas that Paul would like to get water meters with radios installed. He stated that the areas of Pine Ridge Road, Blair Avenue and Wyman Street have a lot of radios in them already and he would like to focus on updating those few remaining in each area. Penny will send out letters to those needing updates in those areas. Paul stated that he would like to update all the meters in Maple Leaf this year as well.

The commissioners asked Paul if he had been able to speak with Mike Billings regarding hydrant flushing consulting. Paul stated he has not yet but will attempt to reach him this week.

The Commissioners reviewed a letter from Rick Brown of the Sausage Source requesting that the Commissioners review the number of sewer units charged to his restaurant. All Commissioners agreed to take his request under advisement and to have Penny send him a letter advising him that they are actively working on coming to a solution. A discussion was held regarding sewer billing. Commissioner Sieg is going to review the existing billing ordinance and report his findings and suggestions at a future meeting for the Commissioners to discuss.

Commissioner Mellen asked Penny to email Laura Buono to ask if they have decided whether or not they plan to do additional paving on Henniker Street as the Commission needs to know so they can schedule work to be done on raising to grade manholes and water gates/valves.

The Commissioners signed a letter to Eric Edwards congratulating and thanking him for completing and passing the course to obtain his Grade 1 wastewater treatment operator's license. Commissioner Sieg stated that he thought it was important to recognize his achievement.

The Commissioners reviewed and authorized past meeting minutes, AP vouchers, and time cards.

Commissioner Wiegelman nominated Peter Mellen for the Chairman position. Commissioner Sieg seconded the motion. Wiegelman and Sieg voted in favor, Mellen abstained.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Sieg seconded the motion. 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

Herm Wiegelman

Chris Sieg
Water and Sewer Commissioners
Town of Hillsborough