

Town of Hillsborough Water & Sewer Commission
June 14, 2018 Meeting Minutes

Meeting called to order 6:00p.m. Present were Commissioners Peter Mellen, Chris Sieg, and Dave Lewis; and, Penny Griffin, Administrator. Also in attendance was Selectman Jon Daley.

The Commissioners reviewed and authorized the May 22, 2018, meeting minutes; 2018 AP voucher #12 for water in the amount of \$16,764.64 and for sewer in the amount of \$62,138.07; and time cards.

A proposal from Vic's Home Repair and Improvements to repair the old chlorination station on Bible Hill was reviewed. Commissioner Sieg motioned to accept the proposal to repair the structure, put on a new green metal roof and paint the exterior wood surfaces green for the amount of \$1,900. Commissioner Lewis seconded the motion. All voted in favor.

A discussion was held regarding the recent monitoring well improvements. Eastern Analytical, Inc. attempted to collect groundwater samples from the monitoring wells and reported a blockage in one well and separated joints in three (3) other wells that reportedly interfered with collection of the samples. Penny Griffin reported that Cole Melendy of Underwood Engineers and Steve Garside of New England Boring Contractors are coordinating a meeting with Paul Dutton to inspect the wells as a group to determine the next steps to correct the issues.

Commissioner Mellen advised the group that he attended the last Economic Development Committee (EDC) meeting. He reported that on June 6, 2018, Jane Williams, EDC Chairman, requested "a copy of the most recent letter Peter spoke about at the last EDC meeting to the EPA about sewer capacity". Commissioner Mellen stated that he contacted Ms. Williams by phone to see what she was talking about as he had not stated that any letter had been sent. During that conversation Ms. Williams requested a copy of the permit application so that she can review it and understand it as she believes that the lack of paper trail is an issue in getting the permit processed. Commissioner Mellen suggested Ms. Williams to go to the water and sewer office to review the application. Ms. Williams instead requested that the application be emailed to her. A discussion was held regarding the Right-to-Know laws. Penny Griffin advised the Commissioners that the document is approximately 290 pages and she cannot email a document that size. Selectman Daley advised the group that the town office charges .25 per page for requested copies of information. Commissioner Mellen stated that he would drop off the copy of the permit application to Ms. Williams at her office for her to review and request that she return the copy to him at the next EDC meeting; should she want any copies made of the document to retain Mrs. Griffin will make the copies and charge accordingly.

The Commissioner reviewed an email from Laura Buono, Town Administrator, regarding proposed ordinance wording to address the billing of Tax deeded properties. The group agreed on the following proposed wording "Tax-deeded properties owned/taken by the town that are unoccupied and/or not in use are exempt from the water and sewer standby fees." The Commissioners agreed a public hearing will be held pursuant to the Code of the Town of Hillsborough §181-2 and §223-5 on July 12, 2018, at 6:00 pm to consider proposed revisions.

Commissioner Mellen advised the group that Penny Griffin reported an incident to him where a resident working for the town in the building that also houses the Water & Sewer Commission made comments critical of the commission to Penny and another town employee. Mrs. Griffin reported that while she was having a conversation with a town employee in the parking area outside of the water and sewer office the resident/hired vendor appeared and interjected the following, "First thing that needs to happen is to get rid of the water and sewer commission and get people who will actually do some work!" Mrs. Griffin stated that she did not respond and returned to the office.

A discussion was held regarding the best way to address the situation. All agreed that residents should feel free to express their opinions of the functions of any town board or commission at a public meeting, but not while employed by the town. All agreed that a letter to the Selectmen should be sent to address issue.

The Commissioners reviewed a request to bait bear on a town property within the Loon Pond Watershed. The group reviewed the Loon Pond ordinance. Commissioner Mellen motioned that the Commissioners have no objection to the applicant pursuing approval from the property owner, the Town of Hillsborough, to bait bear as long as it is done in accordance with applicable state regulations. Commissioner Lewis seconded the motion. All voted in favor.

Engineering Services Request (ESR) 14 from Underwood Engineers to review the West Main Street pump station for the implementation of a grinder was reviewed. Commissioner Sieg will contact Cole Melendy of Underwood Engineers to discuss the scope of work and report back to the group at the next meeting.

Selectman Daley advised the Commissioners that the hydrant in the garage at Grimes Field was recently found to be broken and leaking. He asked if there was anything that the Commission needed to do or inspect for repair. The Commissioners stated that they do not; however, they questioned why there is a hydrant inside. Commissioner Lewis requested that a schematic be provided of the as-built garage water infrastructure from the Town DPW. Commissioners Mellen and Sieg agreed. Selectman Daley stated he will take a look at it and Penny Griffin will also ask Paul Dutton if he can provide any information.

Commissioner Sieg advised the group that while completing the backflow testing at the water plant he noticed some issues that he would like the other Commissioners to see so that they may determine the best way to resolve the issues.

8 pm Commissioner Mellen motioned to temporarily adjourn the meeting and to go to the water plant at 145 East Washington Road where the meeting will reconvene at 8:10 pm to inspect the areas of concern within the water plant. Commissioner Sieg seconded the motion. All voted in favor. Notice of the temporary adjournment was posted on the office door at 4 Church Street.

8:10 pm Commissioner Mellen reconvened the meeting at 145 East Washington Road with Commissioners Sieg and Lewis, Selectman Daley and Penny Griffin in attendance.

The group toured the water treatment plant and inspected the areas of concern. All agreed that the damage noted to the floor in the chemical tank area and the ceiling area on the level below are concerning and should be evaluated more closely to determine the best course of action before it gets worse. The Commissioners will put this item as high priority on the list of items to address as soon as a full time operator is hired this summer.

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