

Town of Hillsborough Water & Sewer Commission
February 25, 2020 Meeting Minutes

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

Cole Melendy reported to the Commissioners that the 1st EPA required quarterly report regarding the status of the wastewater facility chemical feed system operations was submitted on December 31, 2109 and the 2nd report is currently being worked on and will be submitted March 31, 2020.

The group discussed the recently submitted OSRAM Industrial Pretreatment Permit application. Cole noted that their proposed discharge request is similar to historical discharge volumes. Underwood Engineers will complete their review of the application and provide a draft permit for the Commissioners review. Cole reviewed some of his early recommendations for the draft permit. All agreed that a site visit of the OSRAM facility with NHDES, OSRAM and the Commission should be scheduled as part of the permit review.

Cole Melendy submitted ESR #24 to the Commissioners for Underwood Engineers to create and submit the Wastewater Collection System O & M Annual Report. Cole noted that the report is due to NHDES by March 31, 2020.

Mr. Melendy presented Underwood Engineers' draft technical memorandum regarding their Water Loop Routing Feasibility Evaluation. The group reviewed and discussed the initial findings. Cole explained that he would like to review the Town of Hillsborough's Insurance Service Offices, Inc. (ISO) fire flow reports and confirm/update some of the existing water model information in order to complete the final evaluation report. Penny Griffin will obtain and forward the ISO report information to Cole. Commissioner Mellen will contact Mr. Thomas, owner of property Map 11O Lot152 to discuss a potential easement.

7:30 pm Cole Melendy left the meeting.

Cody Boisvert reported that a water leak on Preston Street was repaired on Sunday, February 23, 2020. The leak was discovered on Saturday, February 22.

Cody also reported that the new flowmeter has been installed and is in operation at the Bible Hill reservoir.

Commissioner Lewis asked Cody if he has been able to obtain any other quotes for the recommended hatch repairs at the Bible Hill reservoir. Cody stated that he has not but intends to once snow is gone and the hatches are more easily accessible.

7:50 pm Cody left the meeting.

The Commissioners reviewed and authorized the following:

- February 13, 2019, meeting minutes
- 2020 AP vouchers #4
 - o Water \$7,079.18
 - o Sewer \$11,263.61
- Timecards

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

All voted in favor.

Meeting adjourned 8:15 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