

Town of Hillsborough Water & Sewer Commission
June 13, 2019 Meeting Minutes

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

Also in attendance was Selectman Jon Daley.

Paul Dutton advised the group that the planned Bridge Street water valve replacement project was completed on Wednesday, June 12. Paul reported that during the repair of that valve they found another beside it that is broken and it has been scheduled to be replaced on Monday, June 17.

Selectman Daley stated that there were some complaints on some of the Hillsborough Facebook pages regarding the interruption of water service while the repair was happening. A discussion was held regarding the Code Red call-out notification system that the Commissioners used to notify people in the area affected. Selectman Daley said some residents did comment on the Facebook complaints that they had received the call; and, it became an opportunity for others to learn about the system and how to sign up for it.

6:20 p.m. Cole Melendy of Underwood Engineers arrived at the meeting.

A discussion was held regarding the old records of the system and the importance of keeping the records updated. The group agreed to continue discussions on this topic at a future meeting.

Paul Dutton reported that he is waiting for the laboratory results of the second round of samples for metals; and is currently working on scheduling another round to be taken of the influent, effluent and West Main Street pump station.

Mr. Dutton also reported that the draining of the chemical tank is almost complete.

The lettering of the new truck was discussed. Paul Dutton will look into having the job completed.

Paul Dutton advised the Commissioners that the F350 truck bed is deteriorated and suggested having a floor put in it. The Commissioners agreed.

Mr. Dutton stated that Eric Edwards has begun the spring hydrant flushing.

Paul Dutton expressed his frustration with the recent chip sealing done by the highway department on roads that had been recently paved. He explained that the Commission arranges to have manholes adjusted on roads being paved so that they will be flush with the pavement when paving is complete but the new chip seal layer causes the manholes to be low. Low manholes collect storm water which becomes inflow into the sewer system; inflow being something that the Commission has been working hard on over the years to eliminate as inflow takes up available capacity at the wastewater plant for future connections. The group agreed to continue their efforts to coordinate such projects.

The group discussed the impact sump pumps connected to sewer services have on the sewer system and the available capacity. The Commissioners discussed their continued efforts to eliminate such connections.

Cole Melendy presented a memo regarding the recent jar testing at the wastewater treatment facility. He gave a brief overview of the report, its conclusions and Underwood Engineers' recommendation for the Commission to use sodium hydroxide and ferric.

Paul Dutton expressed his concern that the jar testing is not relevant due to fluctuation in flows.

Pipe and tubing alterations at the wastewater facility were discussed. Paul Dutton stated the alterations would be completed by WWTF personnel.

Cole Melendy stated that the next step in the pilot study is to purchase the chemical and start the system. Paul Dutton will complete emptying the tank and remove the mixer and he will be ready for the next step.

8:00 p.m. Paul Dutton left the meeting.

Cole Melendy presented a memo regarding the slow sand filter thickness evaluation. Cole reported that it should be about 3 – 5 years before sand will need to be added. Mr. Melendy reported that a slight mound was noted in the middle and suggested trying to re-level the existing sand.

The process of removing the Schmutzdecke layer from the slow sand filter was discussed.

8:35 p.m. Cole Melendy left the meeting.

The group discussed a recent conceptual inquiry to turn 2 and 10 West Main Street into 12 condo units. It was noted that a project such as this would need to apply for a sewer discharge increase of about 4,000 gallons per day as the lots are already allotted 3 sewer units. With no accessibility fee system currently in place, there would be no accessibility charge for that increase.

The group discussed a second conceptual inquiry to add a second duplex building at 12-14 Church Street. It was noted that this project would be a new service application as it is a new building requiring about 800 gallons per day. The current service permit fee for this multi-family building project would be \$7,500 for water and \$7,500 for sewer.

The Commissioners discussed the inequity of the current service permit fee structure in the two previously discussed scenarios. The proposed accessibility fee structure was discussed. The Commissioners will continue to work on the accessibility fee issue. Commissioner Mellen stated that he felt gaining the support of the Board of Selectmen for the implementation an accessibility fee system would be important before moving forward.

The Commissioners reviewed and authorized the May 30, 2019, meeting minutes; 2019 AP vouchers #11 for water and sewer; and, time cards.

Commissioner Mellen motioned to adjourn the meeting. Commissioner Lewis seconded

the motioned.

All voted in favor.

Meeting adjourned 9:00 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