

**Town of Hillsborough Water & Sewer Commission**  
**March 12, 2020 Meeting Minutes**

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

Paul Dutton advised the Commission that he recently had an issue at the Bear Hill pump station where some types of wipes that do not break down were discharged into the sewer system and it plugged both pumps. A discussion was held regarding how to best educate users to not discharge such objects as they create these types of issues and can also cause overflows; all of which can be very costly to clean up and/or repair. It was agreed that letters should be sent to the areas that have consistent issues to educate them how their choices of what they are flushing are impacting the system and the financial impact it can have to repair these blockages. Commissioner Lewis will draft a letter. On a related theme, the Commission authorized purchase of National Association of Clean Water Agencies stickers to help educate wastewater customers that trash should not be discharged into the sewer system.

Paul reported that he and Alex Mellen have disassembled the grit elevator at the wastewater facility to repair it. He stated that he has had to order another part to complete the repair and he should receive it in about a week. Commissioner Lewis asked if the grit elevator has much more life in it or if it will need to be replaced soon. Paul replied that he is in the process of replacing the worn parts which will extend the life of the grit elevator.

Paul stated that when the weather gets better, he and Alex will be repairing a lagoon aeration line that has worn.

Mr. Dutton also stated that he will be measuring the depth of the sludge in lagoon #1 to determine when and how it needs to be removed. He suggested replacing the EDI membranes on the existing aeration lines in lagoon #1 when bypassed and dewatered when the sludge will be removed as the aeration lines must be taken out of the lagoon to remove the sludge. Paul noted that 3 particular spots “bubbled hard” that indicates that the tube membrane is worn. He will also look into the cost for that. Paul noted that some tubing lengths were installed about 2003 and offered a 3 to 7-year life expectancy – so these lengths are extended beyond their design life.

A discussion was held regarding the issues Paul has recently had with the biochemical oxygen demand (BOD) at the WWTF. He reported that he has been in contact with Ken Kessler in compliance at NHDES regarding the issue and Mr. Kessler advised Paul that Hillsborough’s plant is not the only one seeing these abnormalities at this time. Paul stated that he will be contacting Underwood Engineers to discuss the situation.

Paul Dutton advised the Commission that getting Alex Mellen the training he needs to obtain his wastewater operators license is proving to be difficult as in the past there was a five (5) day course for wastewater training, however, at this time there is none scheduled. He explained that he has reached out to Granite State Rural Water and they are in the process of trying to organize a course, but it could be late fall before anything is scheduled.

The group discussed the easements that are affected by the beaver dams and how to best resolve the situation of manholes being submerged under water. It was noted that the

areas flooded are on State and Conservation properties. All agreed that the ultimate solution would be to remove the beaver dams, raise the manholes and put more material around them. The group will look into the situation further in the dry season.

Mr. Dutton stated that he intends on going forward with the River Street I/I removal project when asphalt plants restart seasonal operations. He did note that as paving is part of this project, and warmer weather is needed to pave properly, this project will have to wait a few more weeks.

Paul informed the group that Dave Beauchamp of Ted Berry Company was coming to meet with him the week of March 16 to prepare a plan of the areas of the sewer system to be cleaned, tv'd and repaired in 2020. Commissioner Mellen suggested that they focus on cleaning and evaluating the system; and, hold off on focusing on mapping as the town will be moving forward with GIS mapping.

The Bear Hill pump station generator project was reviewed. Commissioner Lewis will contact Yestramski Electrical Services, Inc., to confirm that his previously submitted proposal is still valid. Paul Dutton will obtain another quote from Power Up Generator, who currently maintains all the other generators the water and sewer departments own.

The proposed West Main Street pump station sewage grinder installation project was reviewed. Commissioner Lewis will coordinate with Paul Dutton on these topics before contacting RH White to request an update on their previous estimate. The group will review the next steps at a future meeting.

Paul advised the Commissioners that he will be changing the chlorine pumps this year to meet EPA permit requirements and then contacting EI, Inc. to get the pumps included in the existing WWTF SCADA system.

Paul Dutton told the Commissioners that this year he plans to change his bleach pumps to run through his SCADA system.

8:00 pm Paul Dutton left the meeting.

The Commissioners reviewed and authorized the following:

- February 25, 2019, meeting minutes
- 2020 AP vouchers #5
  - o Water \$13,731.20
  - o Sewer \$15,426.19
- Timecards

Commissioner Sieg motioned to nominate Commissioner Peter Mellen for the Chairman position of the board. Commissioner Dave Lewis seconded the motion. Motion passed.

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

All voted in favor.

Meeting adjourned 8:30 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