

Town of Hillsborough Water & Sewer Commission
March 14, 2019 Meeting Minutes

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

Also in attendance were Selectman Jon Daley and Cole Melendy of Underwood Engineers.

Cole Melendy advised the Commissioners that he had received another phone call from Michelle Barden of EPA regarding the review of the waste water permit application. Cole discussed the process questions that Ms. Barden has and his responses. Mr. Melendy relayed Ms. Barden's comment that "it is possible the permit will be out for public comment within weeks" which is the standard next step in the process.

Mr. Melendy presented the proposition that preliminary waste water treatment facility (WWTF) effluent and river sampling be done in preparation of the anticipated new EPA aluminum toxicity criteria. A discussion was held regarding EPA's criteria for aluminum in freshwaters. The Commissioners agreed that the collection of that data would be beneficial. Cole will prepare an Engineering Services Request (ESR) for the sampling and submit it for the Commissioners to review.

A discussion was held regarding OSRAM's industrial permit and the history of it. Cole Melendy stated that once the WWTF permit is released for public comment and Underwood Engineers is able to review the new standards and limits, he will request a new industrial permit application from OSRAM for review to ensure compliance in conjunction with the new WWTF permit.

Cole Melendy presented draft record drawings and tie sheets from the Bridge Street sewer replacement project. The information was reviewed and discussed. It was requested that Cody Boisvert, the water system operator, review the information drawn for Summer Street as he was the one who completed the repair and would have the best knowledge of what is there.

The group reviewed and discussed the proposed ESR for the slow sand filter evaluation from Underwood Engineers in the amount of \$4,000. All agreed to move forward with the evaluation and all signed the ESR.

Correspondence from NHDES regarding review of our Groundwater Release Detection permit annual reports was reviewed and discussed. It was noted that no action was needed at this time.

Cole reported that he is working on the collection system O & M annual report which is due March 31, 2019. He will be reaching out to Paul Dutton for the remaining information he needs to complete it.

The Commissioners approved and signed ESR 19, previously submitted by Underwood Engineers, for chemical feed start up in preparation for the new permit.

8:00 p.m. Cole Melendy left the meeting.

Selectman Daley presented a copy of the engineering study for the West Main Street Sidewalk Improvements project. He stated he thought the Commissioners would like to see it as there are water and sewer structures with in the area. The group briefly reviewed and discussed the project. Commissioner Mellen asked when construction is expected to begin. Selectman Daley stated 2020.

A quote to purchase and install a muffin monster from RH White was reviewed. Commissioner Lewis noted costs to demolish existing ventilation, grating, lighting and wall mounted ladder but there are no costs listed for replacement. The Commissioners agreed to ask Paul Dutton about this at the next meeting. Commissioner Lewis also noted that as the cost of the project is over \$35,000, they should be requiring bid, payment and performance. He stated that bonding will add cost to the project but it assists with the selection of the most qualified contractors, can assure project completion on time and on budget, and can guard against legal claims by unpaid subcontractors and material suppliers. All Commissioners agreed.

Commissioner Lewis reported that the Bear Hill pump station generator purchase and installation project did not qualify for the FEMA Hazard Mitigation Grant Program (HMGP) grant; however, per NHDOS representatives he has been working with, the project would qualify for the FEMA Emergency Management Performance Grant (EMPG) Program. He asked if the board would like for him to continue to pursue that grant. All agreed to have Commissioner Lewis move forward with the application for the Emergency Management Performance Grant (EMPG) Program.

The Commissioners reviewed an application for new water and sewer services at map 012 lot 320. The application was submitted with applicable accessibility fees and information. It was noted that new service connections will be needed to the mains and separate charges will be billed for each. The Commissioners approved the application and Commissioner Mellen signed the application.

The Commissioners reviewed and authorized the February 26, 2019, meeting minutes; 2019 AP vouchers #5 for water = \$9,379.30 and sewer = \$19,366.15; and, time cards.

A discussion was held regarding the Commissioners attendance of the Economic Development Committee (EDC) meetings. All Commissioners agreed that with the meetings being scheduled for Thursdays at 9 am makes it difficult to attend every meeting as each Commissioner has their own job during those hours. Selectman Daley suggested maybe only attending every other meeting. The Commissioners stated that if the EDC has any questions to ask the Commission they could always email their questions which they would be happy to respond to. It was agreed that Commissioner Mellen would speak with town planner, Robyn Payson regarding the issue.

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

A discussion was held regarding the proposed sewer accessibility fee change that the Commissioners have worked on over the last few years. All agreed that it is important to implement the accessibility fees to continue funding projects to improve the sewer infrastructure which will in turn free-up more capacity for future growth. Other possible funding options were also discussed; ie) loans and/or Town assistance. The Commissioners will continue discussions on this topic at future meetings.

The group agreed that it would be important to develop a list of potential projects to continue to move forward with inflow and infiltration (I/I) removal from the sewer collection system. They noted that the three (3) areas that were previously determined to be most in need of repair have been successfully addressed. The Commissioners agreed to review current collection system data with Paul Dutton, WWTF operator, and the Ted Berry Company (the company that cleans and inspects portions of the collection system annually) to determine what areas are now most in need of repair/replacement and the estimated costs. The Commissioners intention is to be able to provide a list of areas that need work to the Town in an effort to coordinate future road projects. The Commissioners will discuss this with Paul Dutton at a future meeting.

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

All voted in favor.

Meeting adjourned 10:00 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes

Date:

Approved by:

Peter Mellen, Chairman

Chris Sieg

Dave Lewis
Water and Sewer Commissioners