

Town of Hillsborough Water & Sewer Commission
March 26, 2019 Meeting Minutes

Meeting called to order 6:00 p.m. Present were Commissioners Peter Mellen, Chris Sieg, and Dave Lewis; Paul Dutton, Wastewater treatment facility operator; Cody Boisvert, water system operator; and, Penny Griffin, Administrator.

Also in attendance was resident and business owner Paul Haley.

Paul Haley approached the Commissioners to reconsider the two (2) units of sewer being charged to his auto repair business. He stated that he is currently being charged per Town Code § 181-51 (5) which states:

Gasoline stations and automotive sales and/or repair premises shall be charged at the rate of two units plus one unit for each stall, space or floor area used for the washing of automotive vehicles, whether said stall, space or floor area be used for washing by manual, semiautomatic or automatic means.

Mr. Haley suggested that, whereas his water usage is minimal, the number of units charged be determined by Town Code § 181-51 (10) which states:

Commercial establishments, including but not limited to retail stores, wholesale distributors, business operations, barber- and beauty shops, banks, post offices, funeral homes, professional and business enterprises not heretofore or hereinafter described shall be charged at the rate of one unit for each ten (10) employees or fraction thereof.

The Commissioners noted that they understand his concerns; however, they will not be able to change anything at tonight's meeting. The Commissioners agreed to review ordinance § 181-51 (5) to determine if adjustments can be made. They noted that any proposed changes to the ordinance will need to have a public hearing before being enacted. Until then, Town Code § 181-51 (5) must be used to determine the number of units charged for sewer as his business is an automotive repair facility. Mr. Haley thanked the Commissioners for listening to his concerns and hoped they would be able to come up with a better way to make their billing determinations.

6:20 p.m. Paul Haley left the meeting.

Commissioner Mellen made a motion to enter a non-public session under RSA 91-A:3 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. Commissioner Sieg agreed. 6:25 p.m. The Board entered a non-public session.

7:00 p.m. Commissioner Lewis motioned to exit non-public session and to seal the minutes of the meeting. Commissioner Mellen seconded the motion. All voted all in favor.

Paul Dutton advised that the second round of sampling for the preparation of the impending permit has been completed. Paul informed the Commissioners that Underwood Engineer representatives will be at the WWTF on Wednesday to begin reviewing the chemical feed system to ensure it is ready to use and to determine if there is anything that needs to be done to be able to comply with any new proposed limits imposed in the new permit.

A discussion was held regarding estimates to tap the water and sewer mains for new service connections as the property owner will need this information once the connections are approved. It was noted that if paving is needed to restore the roadway, that cost will need to be determined when scheduling the tapping services as paving is subcontracted out. Paul Dutton and Cody Boisvert will work with Penny to determine the estimated costs to tap the mains and install new services to the property line.

7:30 p.m. Paul Dutton left the meeting.

The group discussed recent correspondence from NHDES regarding missing water samples at the water treatment plant. Cody advised the Commissioners that he has spoken with Randal Suozzo, P.E. of the NHDES regarding the letter and the one (1) missing sample will be taken in June to complete the sampling requirement.

Cody Boisvert advised the Commissioners that Atlantium Technologies representatives have visited the water plant and completed the preventative maintenance owed from the 2018 maintenance contract.

Mr. Boisvert reported that Electrical Installations, Inc. (EII) fixed the programming in the SCADA system to stop both UV-light water treatment trains from running at the same time. He stated that he still has the ability to do so if needed.

A discussion was held regarding possible areas to connect/loop water mains to improve water quality and to provide alternate routes to feed the system should repairs be needed on the West Main Street trunk main currently providing water to the downtown area. The group agreed that they need to continue planning for such a project in the future.

Cody advised the board that he is planning to make needed repairs to the hatches at the Bible Hill reservoir and is also looking into having tanks inspected.

A brief discussion was held regarding bringing the controls for the reservoir above ground in the future. The group will keep this project in mind for the future.

Cody Boisvert informed the group that Cole Melendy of Underwood has contacted him and they will begin working on the evaluation of the sand in the filters at the water treatment facility.

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A discussion was held regarding the removal of unneeded chemical tanks from inside the water plant. Cody stated he may have to cut it up inside in order to remove it. Commissioner Lewis stated to make sure he has the appropriate face shield for protection. All agreed.

8:00 p.m. Cody Boisvert left the meeting.

The Commissioners reviewed a maintenance proposal from Johnson Controls to maintain the fire alarm system at the WWTF. Commissioner Sieg stated that during the recent issues with the fire alarm panel, Johnson Controls stated they could no longer support the panel as it is obsolete and provided a \$5000+ proposal for a new unit. Commissioner Sieg

stated that he has repaired the system and suggested that the proposed contract should not be renewed as we are continuing to use the alarm system that they stated they cannot provide support for. All agreed. Penny Griffin will advise Johnson Controls.

An email from Michael Charron, owner of Map 012 Lot 184 requesting to rescind his 2014 approvals for water and sewer services and to have the fees for each refunded was read. Commissioner Mellen recused himself. It was noted that the water permit expired in 2015 and the sewer permit expired in 2017. The request was reviewed and discussed. Commissioner Lewis motioned to deny the request for a refund as sewer and water permit fees are not refundable. Commissioner Sieg seconded the motion. Motion passed. Penny Griffin will send a letter to Mr. Charron.

The Commissioners reviewed and authorized the March 14, 2019, meeting minutes; 2019 AP vouchers #6 for water and sewer; time cards; and, authorizations to moved 2018 surplus funds to the NHPDIP account.

Commissioner Sieg 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