

**Town of Hillsborough Water & Sewer Commission**  
**May 12, 2022 Meeting Minutes**

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

Paul Dutton reported and discussed the following:

- Wastewater treatment facility (WWTF) operations. Paul reported that he is running both the ferric and the caustic chemicals and the plant is running well. The incoming flows have been high which coincides with rain events, leading him to believe the sources are still sump pumps, inflow and infiltration. It was noted that these higher flows have reduced the current amount of capacity available to approximately 73,000 gpd.
- Suspected inflow from storm drains on River Street. The Commissioners will meet with Paul Dutton at the site on Wednesday, May 18, at 8:30am to further investigate the issue.
- Manhole frame and cover adjusting needed in the area of the NHDOT paving project on route 202/9 have been completed by the paving contractor Continental Paving, Inc. (CPI). Paul stated that he is satisfied with the work.
- The cross-country sewer easement between Blair Avenue and Pine Ridge Road will be cleared next week.
- Relocating the controls at the Bear Hill pump station. Paul Dutton will contact AAA Pump to get a quote to install the new pump and relocate the controls above grade into a NEMA-4 cabinet.
- Cleaning and CCTV locations for 2022. Paul Dutton is working with Vortex and will obtain a map highlighting the recommended areas and forward it to the Commissioners.

Commissioner Mellen asked Paul Dutton if there was an area at the WWTF that may be able to accommodate solar. Paul Dutton stated that there are a couple of possible sites that could be used. Commissioner Mellen stated he thought it may be something that the Commission might want to look into in the future to help offset electric costs.

7:30pm Paul Dutton left the meeting.

Cody Boisvert reported and discussed the following:

- 67 School Street concern of a possible leaking valve due to water in their basement. Cody Boisvert does not think that the valve is leaking and does not think that it needs to be dug up and replaced. He stated that he believes it is groundwater getting into their basement. Cody will contact Granite State Rural Water to utilize their leak detection department to further investigate.
- Water treatment facility sand replacement. The group discussed possible ways to place the replacement sand into the below-grade structure. Cody Boisvert will get a quote from a contractor and report back to the Commissioners.
- Loon Pond dam NHDES inspection recommendations. Cody stated the brush has been cleared as recommended. The Commissioners agreed to take the rest of the recommendations under advisement.

- USEPA Lead and Copper rule updates. At this time there is nothing that need to be done. The database to track the information is part of the impending water asset management plan by Underwood Engineers to be completed and implemented by 2024.
- Wyman Street water quality issue. Cody Boisvert currently flushes the line twice a year and when complaints are made and weather permits. Possible ways to improve the flow in that area were discussed. Cody will continue the flushing this year and hold off on any construction due to the cost of materials.
- Valve gate box adjustment work for the Bible Hill Road bridges paving. Cody Boisvert and Alex Mellen will be completing any repairs or adjustments needed over the next month.
- Bible Hill reservoir storage landing. The quote is outdated; Cody Boisvert will get an updated quote.
- Bible Hill reservoir sampling relocating and building. Cody Boisvert will look into the cost of a prebuilt building to accommodate the relocation of sampling points and report back to the Commissioners.
- Hydrant maintenance. Cody Boisvert has three hydrants that he will be working on this year: the end of Union Street, across from Wyman's on West Main Street and next to 95 West Main Street.

8:00 pm Cody Boisvert left the meeting.

A Change of Occupancy form for 1 West Main Street unit 1 was reviewed and approved. No change notification is required as it remained a retail space.

A Change of Use application for 126 West Main Street was reviewed. It was noted that the clubhouse/pro-shop will remain the same (1 sewer unit), but the restaurant is increasing from a 65 seasonal seat restaurant (3 sewer units) to an 80-seat year-round restaurant (6 sewer units). Commissioner Peter Mellen motioned to approve the application as submitted noting that the total number of sewer units for the restaurant is pending since the final number of seats will be approved by the fire chief. Commissioner Chris Sieg seconded the motion. All voted in favor.

The Commissioners reviewed and authorized the following:

- 2022 AP Vouchers #9 W = \$19,719.21 S = \$21,415.79
- 2022 2nd Issue Billing Warrants Water H - \$140,081.68, Water D - \$1,951.61, and Sewer \$208,563.88
- 4/26/2022 Meeting Minutes
- Timecards

Commissioner Chris Sieg advised the others of a communications issue he has been working on between the water treatment facility and the Bible Hill reservoir. TDS recently severed the communication landline along Center Road. He stated that at this time he is using RF but it is inconsistent and he is therefore looking to use cellular for the connection which has been challenging to find a carrier that works in the area of Loon Pond.

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

All voted in favor.

Meeting adjourned 9:15 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