

Town of Hillsborough Water & Sewer Commission November 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; and, Penny Griffin, Administrator.

The group continued discussions from their last meeting regarding potential avenues for the property owner of 83 Henniker Street to remove a sump pump from discharging into the sewer service per the Code of the Town of Hillsborough 181-20. Paul Dutton reported that there is a catch basin to the north side of the property but west of the Preston Street / Henniker Street intersection. A discussion will need to be held with the Selectmen regarding the possibility of discharging the sump flows into it. Paul Dutton suggested the property owner install a dry well. Paul Dutton stated that the sump pump appeared not to have run in quite some time and the area was dry, suggesting the possibility of the removal of the sump pump altogether. The Commissioners will continue discussions when they have more information to review.

A discussion was held regarding a recent newsletter from the Saint Mary's church on Church Street which stated, "The sump pump no longer dumps water into the parking lot, but directs it into the sewer system." As previously discussed, this is a clear violation of the Code of the Town of Hillsborough 181-20. All agreed to write a letter to the church regarding the required removal of the connection to the sewer.

The group discussed the old abandoned sewer main in River Street. Paul Dutton recommended filling it with flowable fill and removing the manhole to prevent its inadvertent use in the future.

The issues of grease in the sewer system and grease trap maintenance verification and inspection procedures were discussed. Penny Griffin stated that once a year she collects verifications of maintenance from the sites required to have grease traps. She noted that most provide copies of invoices from vendors verifying that required maintenance has been completed; however, there are some sites that submit a written statement or list of maintenance by their employees. Paul Dutton reported that the grease at the West Main Street pump station has increased. Procedures for recording sewer line backups due to grease were discussed, as well as the need for inspections. Commissioner Chris Sieg stated that he would be willing to accompany Paul Dutton to various sites to complete inspections.

Commissioner Peter Mellen asked Paul Dutton what the procedure is for taking septage from septic tanks in Hillsborough. Paul Dutton stated that it generally is not accepted at the Hillsborough wastewater plant as it would fill the lagoons with sludge. He went on to say that in the past the Town of Hillsborough has had an agreement with the Suncook wastewater facility to receive the septage but does not know if that is still in place.

The Commissioners discussed contractual approaches for the proposed lagoon 1 sludge removal and aeration membrane replacement project. All agreed that they want to retain the EDI aeration system and therefore would like to have the project bid by invitation as there are only a few qualified contractors that work on the EDI system. Penny Griffin will notify Underwood Engineers and request an engineering services request (ESR) for assistance with the project.

Requirements for installing a grinder at the West Main Street pump station were briefly discussed. Commissioner Dave Lewis provided Paul Dutton a list of items for review and input. Paul Dutton will review the information and get back to Commissioner Dave Lewis with any comments. Once the reviews are complete Commissioner Dave Lewis will forward to RH White Construction for an updated quote.

8:30 pm Paul Dutton left the meeting.

A Change of Use application for 52 West Main Street was reviewed. The applicant requested to convert a portion of storage area into a 2-bedroom apartment. The applicant also requested that two (2) sewer units be removed from the account as two other businesses that were located in the building had left and the spaces were not going to be rented again. The Commissioners approved the addition of the new apartment; however, the request to reduce the number of sewer units was tabled pending the full receipt of information requested on the application form.

The Commissioners reviewed and discussed an updated draft contract between Emerald Lake Village District and Hillsborough Water for future water purchase. All agreed with the proposed updates and asked Penny Griffin to submit it for legal review before they present it to the Emerald Lake Commissioners.

The Commissioners reviewed and authorized the following:

- October 27, 2020 meeting minutes
- 2020 AP vouchers #21
 - o Water \$146,407.43
 - o Sewer \$167,450.93
- Timecards
- 2020 4th Issue Billing Warrants
 - o Water H - \$175,771.35,
 - o Water D - \$3,991.06,
 - o Sewer - \$167,450.93
- Move 2019 surplus authorizations
 - o Water= \$86,898.82
 - o Sewer= \$124,163.29
- Move 2019 unspent repair & maintenance to capital reserves
 - o Water= \$33,274.21
 - o Sewer= \$25,183.65

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

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