

Town of Hillsborough Water & Sewer Commission
November 28, 2023 Meeting Minutes

The meeting was called to order at 6:00 p.m. Present were Commissioners Peter Mellen, Dave Lewis and Dana Clow; Paul Dutton, Wastewater Operator; and Penny Griffin, Water and Sewer Administrator.

1. The group discussed an inquiry into the possibility of connecting a new home being built at 212 Bible Hill Road to the water system. It was agreed that more information would be needed before they would be able to provide an answer to the property owner. The service line would need to tap into the 16" diameter water main that extends through the back of the property. The discussion focused on available pressure compared to minimum pressure at the home. Commissioner Clow pointed out that the water customer is ultimately responsible for meeting the minimum pressure. The cost to tap the water main must be borne by the applicant. The Commissioners request that Cody Boisvert, the water system operator, obtain water pressure information of the system closest to the proposed connection and the cost to tap the 16" main.

2. The Commissioners discussed with Paul Dutton, the wastewater system operator, the following items noted in the Sewer Asset Management Plan dated April 20, 2022, published by Underwood Engineers, that have been identified as in need repair or replacement:
 - a. Contact tank lining – Paul Dutton will obtain quotes from a couple of companies he has found.
 - b. Chemical room pumps – Paul Dutton to obtain quotes to replace the 4 pumps as the chemicals have damaged the existing pumps over time.
 - c. The WWTF boiler – Paul Dutton believes that the system gets air bound in the piping which causes the issues. The Commissioner requested that Paul Dutton obtain quotes to either repair or replace the system to resolve this reoccurring issue. The current boiler is over 30 years old.
 - d. Unit heaters throughout the operations building – The Commissioners request that Paul Dutton include this issue with the quotes being obtained to resolve the WWTF boiler issue above.
 - e. Lagoon 3 sludge removal – Paul Dutton stated that it is not needed at this time.
 - f. Lagoon liners – Paul Dutton advised that replacing liners would only be done in an emergency situation and it would be a significant project. He stated that there is no way to inspect them as they are not accessible; however, the monitoring wells around the plant that are tested and maintained as part of the Groundwater permit would note any leaking issues. Commissioner Peter Mellen suggested possibly creating a lagoon liner capital reserve. This action would require lateral space to the existing WWTP footprint. The group will continue discussions on this at future meetings.
 - g. Lagoon isolation/drain valves – Paul Dutton stated that they would be difficult to replace; he intends to continue exercising them to hopefully improve workability.
 - h. Chemical feed piping in the yard – Paul Dutton advised that he has done work to improve the system and it is now working sufficiently.
 - i. Improvements to the West Main Street alarm system – Upon review, it appears that Underwood intended that this comment apply to the Bear Hill pump station – this issue was recently resolved.
 - j. WWTF generator – Paul Dutton stated that it receives regular maintenance, as well as the other generators at that pump stations. He advised that the generator at the WWTF has 390 hours on it and it has no issues.

3. Paul Dutton stated that he will be having the WWTF roof evaluated to determine when it should be replaced.

The Commission recognized Paul Dutton for his 30 years of employment with the Hillsborough Sewer department.

8:30 pm Paul Dutton left the meeting.

4. The Commissioners reviewed and authorized the following:
 - a. 2023 AP Vouchers #21 W= \$15,614.03 & S= \$20,741.00
 - b. 11/9/2023 Meeting Minutes
 - c. Timecards
 - d. Hillsborough Heights Escrow withdrawal for Underwood Engineers review #1.

Commissioner Dave Lewis motioned to adjourn the meeting. Commissioner Dana Clow seconded the motion. All voted in favor.

Meeting adjourned at 9:15 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen

Dave Lewis

Dana Clow
Water and Sewer Commissioners