

Town of Hillsborough Water & Sewer Commission
October 8, 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.

Paul Dutton advised the Commissioners that the departments trucks have all been oiled. A discussion was held regarding using Woolwax beginning next year as Commissioner Mellen reports it stays on the surfaces better and doesn't drip off like oil which creates spots wherever the vehicles are parked. It is unclear if a local vendor can provide this service.

A proposal from the Ted Berry Company to line the Bear Hill Road sewer main was discussed. Paul suggested postponing this project as there is currently a legal issue between the tenants and property owner of 4 Bear Hill Road regarding their sewer service line and he believes it would be best to wait until they have it resolved. All agreed. Paul Dutton will contact the Ted Berry Company for alternate areas to repair this year.

Paul Dutton stated he would like to move forward with planning to remove sludge from lagoon #1 and replacing deteriorated aeration membranes in that lagoon at the same time. All agreed it would be appropriate to coordinate the work as the aeration needs to be taken out from the lagoon to remove the sludge. Paul requested that Underwood Engineers be involved in the project to ensure he is able to meet permit requirements when lagoon #1 is taken off-line for the work to be completed. Penny Griffin will contact Underwood Engineers to request an Engineering Services Request (ESR) for their involvement.

The proposal from Gemini Electric, Inc. to purchase and install a 30KW generator and propane tank with cement pad at the Bear Hill Road pump station for the amount of \$29,717.00 was reviewed and discussed. Commissioner Peter Mellen motioned to authorize the proposal as submitted. Commissioner Dave Lewis seconded the motion. All voted in favor.

Paul Dutton advised the Commissioners that the results of the metals testing have all been under permit limits and that the plant is running well.

The group discussed the status of the proposed West Main Street pump station grinder installation project. Paul Dutton confirmed that the grinder is to be installed on rails inside the existing structure. Commissioner Dave Lewis will contact RH White to verify their previously submitted proposal.

An ESR from Underwood Engineers in the amount of \$4,000 for OSRAM industrial user permit implementation assistance was reviewed and authorized.

An ESR from Underwood Engineers to create an asset management plan of the wastewater system was reviewed. Commissioner Dave Lewis asked Penny Griffin to request Underwood Engineers to add storm drain information and travel way width information to their scope of work and resubmit the ESR for review at the next meeting.

A discussion was held regarding the recent structure built on the sewer main easement at 140 West Main Street. The Commissioners asked Paul Dutton to contact the Army National Guard Armory representative to inquire about the use of the easement and future building plans.

A discussion was held regarding possible remedies to the beaver dam issues on one of the Jefferson Drive easements that cause flooding. No decisions were made.

Paul Dutton advised the Commissioners that he will be installing markers at the manholes on easements for future mowing and clearing caution.

Paul Dutton advised the group he will be on vacation from November 25th to December 6th which will require him to quarantine for 14 days upon return per the current Town policy. Cody Boisvert and Alex Mellen will perform the daily duties; however, Paul Dutton will have to make arrangements to complete the wastewater monthly report by December 15 as required by the permit.

7:40 pm Paul Dutton left the meeting.

The Commissioners reviewed and authorized the following:

- September 22, 2020 meeting minutes
- 2020 AP vouchers #19
 - o Water \$122,563.62
 - o Sewer \$23,319.14
- Timecards

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

All voted in favor.

Meeting adjourned 8:00 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