

**Town of Hillsborough Water & Sewer Commission**  
**May 25, 2021 Meeting Minutes**

Meeting called to order 6:00 p.m. Present were Commissioners Peter Mellen, Chris Sieg and Dave Lewis; and, Penny Griffin, Administrator.

A discussion was held regarding water and sewer construction standards and specifications. Commissioner Dave Lewis showed copies of American Water Works Association (AWWA) standards for:

- Installation of Ductile-Iron Mains and Their Appurtenances; and
- Disinfecting Water Mains

All agreed it would be beneficial to have copies of the two standards for referencing current installation and testing practices. Penny Griffin will obtain copies from AWWA.

The Commissioners reviewed a drawing from Bruce Randall representing his plan to divert groundwater from 139 East Washington Road and install a 12" wide swale on the water treatment plant property to convey stormwater to the existing culvert. After discussing the issue and other possible solutions, the Commissioners agreed to write a letter to the Selectmen recommending they consider granting the easement. The Commissioners believe the swale may provide some benefit in terms of the maintenance of the town property over which the easement is planned, as this area is frequently saturated and difficult to mow.

A quote from RH White Construction Co, Inc. to install a Channel Monster and update the existing ladder in the West Main Street pump station was reviewed and discussed. Commissioner Dave Lewis noted that the request for a blower is omitted from the quote. It was agreed to defer the replacement of the ladder and the inclusion of a blower at this time and to move forward with only the installation of the Channel Monster. Penny Griffin will request an updated quote reflecting this change.

The Commissioners discussed what projects would be advantageous to submit a SRF (State Revolving Funds) pre-application to NHDES. All agreed to submit SRF pre-applications for:

- Replenishing the sand in the slow sand filter beds at the Water Treatment Plant
- Bible Hill Water Reservoir hatch replacement
- Wastewater Treatment Facility Lagoon 1 Sludge Removal and Aeration
- Preston Street water main replacement (have Cody Boisvert confirm distance)
- Park Street and Whittemore Street sewer main replacement (have Paul Dutton confirm distance)

Commissioner Sieg advised the others about his recent Hazard Mitigation Committee meeting attendance. He suggested that it may be more beneficial to the group and less time consuming to the Commission if the committee would submit their questions specifically relating to water and sewer in an email which would be answered in a timely manner. He further suggested that he could attend specific meetings where water and sewer will be on the agenda.

The existing Town of Hillsborough Hazard Mitigation plan sections pertaining to water and sewer information were discussed. All agreed to send a letter to Stephanie Alexander, Senior Planner at Central NH Regional Planning Commission, and Robyn Payson, Town of Hillsborough Planner, outlining action taken on items identified in the 2016 Hazard Mitigation Plan and advising them of the Commissioners inability to participate as a full member of the Hazard Mitigation Plan committee panel; and instead, offer their support by answering specific water and sewer questions that arise during the committee's investigation. They also

agreed that any questions for the commission should be directed to Penny Griffin via email; she would then forward the question to whomever is best able to provide an answer.

Commissioner Peter Mellen thanked Commissioner Chris Sieg for all the time he puts into these projects and the emergency situations he responds to. Commissioner Dave Lewis echoed his sentiments.

Commissioner Peter Mellen asked Penny Griffin to contact NHDES to find out if at Loon Pond the Shoreland Protection rules apply and/or if dock permits are required; and, if so, who enforces them.

The Commissioners reviewed and authorized the following:

- 2021 AP Vouchers #10 W=\$7,188.05 S=\$18,126.16
- 5/13/2021 Meeting Minutes
- Timecards

Commissioner Peter Mellen motioned to adjourn the meeting. Commissioner Dave Lewis seconded the motioned.

All voted in favor.

Meeting adjourned 8:30 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by:

Date:

Peter Mellen

Chris Sieg

Dave Lewis  
Water and Sewer Commissioners