

**Town of Hillsborough Water & Sewer Commission  
June 8, 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. Paul Dutton reported that he has been working on getting the contact tank valve completely closed so the contact tank can be drained for the lining project. He stated that he is purchasing a plug to go in the pipe as a backup. The treatment plant flows will be turned off on or about July 27<sup>th</sup> and restarted September 1 to allow the tank to be drained and the lining project completed.
2. The Bear Hill pump station project was discussed. Paul Dutton stated that there is one more part that needs to be installed to complete the relocation of the controls portion of the project and that is expected to be done on June 16. Paul advised that the new pumps are working great with the pump run times significantly less than the old ones.
3. Paul Dutton stated that he will be having Henniker Septic tv Henniker Street to investigate a manhole near the intersection at School Street. This investigation will be scheduled after Continental Paving Inc., NHDOT's Contractor, applies overlay pavement at the intersection. While there he will also have them tv Whittemore Street to ensure that there is not a brick from the manhole that fell in and caused the May 21<sup>st</sup> sewer back up.
4. A discussion was held regarding ferric chloride from the wastewater process creating dot blemishes on the vehicles at the wastewater plant. Paul Dutton stated that he recently purchased a ceramic product that he applied to one of his personal vehicles. Mr. Dutton related that this ceramic product resists most accumulations on the vehicle finishes. He advised that it was a pretty simple application process and suggested that the Commissioners may want to look at it as an option. Penny Griffin will get information on the product for the Commissioners to review.
5. Paul Dutton stated that he will be walking all the sewer easements with Mike Barrett, who has mowed and cleared the easements over the last several years, to document what he recommends be done on each. Mr. Dutton related that Mike Barrett had noted that trees and brush are encroaching upon the ROW width.

7:15pm Paul Dutton left the meeting.

6. The group reviewed and discussed a recent email from Thomas Willis, Jr. PE, of NHDES Drinking Water and Groundwater Bureau, advising that EPA is requiring states to evaluate the cybersecurity of operational technology used by public water systems. Mr. Willis strongly encourages Cody Boisvert to reach out to NH Cyber Security Advisor, Rick Rossi, to schedule an assessment of our system. The Commissioners agreed with Cody Boisvert's recommendation to first have Brad Rhode of Veteran Technologies, the Town of Hillsborough's IT consultant, review the current security measures in place and provide a memorandum of findings.
7. Tractor quotes were reviewed and discussed. Commissioner Dave Lewis motioned to accept United Ag & Turf quote #28922337 for 1 John Deere 3033R Compact Utility Tractor and accessories as listed on the quote for the amount of \$39,009.69. Cost to be reimbursed from the Water Sand Replacement Capital Reserve. Commissioner Peter Mellen seconded the motion. All voted in favor.

8. Letters drafted by Underwood Engineering notifying homeowners of basement inspections within the Whittemore and Park Street road reconstruction project were reviewed and approved.
9. The Commissioners reviewed and authorized the following:
  - a. 2023 AP Vouchers #11 W= \$65,616.73 & S= \$34,670.95
  - b. 5/23/2023 Meeting Minutes
  - c. Timecards

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

Meeting adjourned at 8:30 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