

Town of Hillsborough Water & Sewer Commission
March 26, 2024 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 Commissioners discussed with Paul Dutton, the wastewater system operator, the quote to remove the buried fuel tank and install a buried propane tank at the West Main Street pump station in preparation of the new generator. The Commissioners authorized the quote as presented by Vaillancourt Fuels to remove the buried fuel tank and install a buried propane tank at the West Main Street pump station. All agreed that the work can be done prior to the arrival of the new generator. Paul Dutton will coordinate the work with Vaillancourt Fuels.
2. The Commissioners asked Paul Dutton for a status of the contact tank lining project. Paul Dutton stated that he was unable to obtain any other quotes as no other companies responded to his inquiries. A discussion was held regarding what would need to be done in order for the original approved quote to move forward. Paul Dutton stated that the current approved quote requires that the WWTF would need to be turned off for one month to prevent violating the NHPDES permit and he has recommended that the work be done in August. Paul warned that if July is a rainy month like last year, he will be unable to shut the plant off as he would not be able to retain high amounts of water for a month. Therefore, Paul stated that he has requested an updated quote for the contact tank lining to be done without having to turn the plant off. Once received, he will advise the Commission.
3. The Groundwater Release permit renewal application was discussed. Paul Dutton will contact Cole Melendy at Underwood Engineers to discuss access to the lagoon underdrains. Commissioner Peter Mellen signed the permit application.
4. Paul Dutton advised the Commissioners that he will having a lagoon sludge study done this year as he suspects it is time to have the sludge removed. He will keep the Commissioners informed of his findings.
5. Commissioner Dave Lewis inquired whether the muffin monster installed at the West Main Street pump station needs maintenance performed yet. Paul Dutton stated that it does not need it at this time.
6. Paul Dutton reported that the WWTF was without electricity for about 24-hours as a result of the last storm, but the plant operated without issue on the backup generator.

7pm Paul Dutton left the meeting.

7. The Opinion of Cost for the Whittemore / Park project was discussed. DAL will forward comments to Underwood and cc: Laura Buono and Penny.
8. Commissioner Peter Mellen stated that he followed up with Dan Rochette of Underwood Engineers regarding easements for the Whittemore and Park Street, no metes and bounds or recorded plans will be included in the easements.
9. A discussion was held regarding the newly implemented SDC ordinance. A potential applicant had asked if they could calculate proposed usage based on averaging, and accounting for peaks from a comparable business they have in another Town rather than the 1008-1 table. The Commissioners stated that the SDC is based solely on the state 1008-1 Table as written in the newly adopted ordinance.

10. A discussion was held regarding existing easements. All agreed that there should be more oversight as they are essential to the systems.
11. The Commissioners asked Penny Griffin to have Alex Mellen attend the next meeting.
12. Commissioner Dave Lewis motioned to nominate Commissioner Peter Mellen for the Chairman position of the board. Commissioner Dana Clow seconded the motion. Motion passed.
13. The Commissioners reviewed and authorized the following:
 - a. 2024 AP Vouchers #6 W= \$11,934.22 & S= \$19,737.36
 - b. 3/14/2024 Meeting Minutes
 - c. Timecards.

Commissioner Dave Lewis motioned to adjourn the meeting. Commissioner Peter Mellen seconded the motion. All voted in favor.

Meeting adjourned at 8:15 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