

Town of Hillsborough Water & Sewer Commission
November 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; Cody Boisvert, Water Operator, Paul Dutton Wastewater Operator and Alex Mellen, Assistant water and Sewer Operator; and, Penny Griffin, Water and Sewer Administrator.

1. Paul Dutton spoke with the group about the components of the sewer system that need repair or replacement.
 - a. The blowers at the wastewater facility. Paul stated he has unsuccessfully been trying to obtain the costs to replace the existing blowers with units that fit the existing configurations. Paul suggested that as he has been unable to find any “plug-and-play” replacements, that the Commission obtain help from an engineering consultant to find the best option. Commissioner Dana Clow stated that a package of information about the existing blowers and how they are configured need to be put together to provide to any potential engineering consultant or blower vendor. Paul Dutton will forward the Commissioners the information he has provided to the 2 blower vendors he has been speaking with and the information those vendors have sent to Paul. Commissioner Dave Lewis will speak with other communities to discuss their blowers and vendors and look into possible engineering consultants to review the issue. The group will continue discussions at a future meeting.
 - b. The group discussed the recent sludge study completed by RCS Environmental LLC and the recommendations of issues to repair. Paul Dutton stated that he is expecting a proposal from RCS Environmental LLC to complete the recommended repairs, but he has not received it yet. The group will continue discussions when the proposal is received.

2. Items needed for the 2025 sewer budget were discussed. The following items were discussed:
 - a. A new lawn mower, preferably something that has the stability to mow side hills.
 - b. NHDES recommendations to re-loam and seed the lagoon banks to help prevent erosion.
 - c. Possible solar for Bear Hill Road pump station.
 - d. Easement clearing. Paul Dutton stated that all easements need to have the trees cut back as they have overgrown. The Commissioners asked Alex Mellen to contact Mike Barrett, the contractor who currently mows the easements, to obtain a proposal to complete the clearing.

3. Items needed for the 2025 water budget were discussed.
 - a. The group agreed that the service line identification project will be a large part of the 2025 budget in both time and money. Cody is continuing to obtain proposals to complete that project. The group will continue discussions at future meetings.
 - b. The replacement of the pumps that serve the few homes closest to the water treatment facility.
 - c. A new line tracer.
 - d. Replacement/upgrade of the cl17 chlorine analyzer instrumentation at the water treatment facility

4. 6:55 pm Chairman Peter Mellen motioned to go into nonpublic session under RSA 91A:3II (a) personnel. Commissioner Dave Lewis seconded the motion. Motion passed unanimously. Present were Commissioners Peter Mellen, Dave Lewis and Dana Clow; Cody Boisvert, Water Operator, Paul Dutton Wastewater Operator and Alex Mellen, Assistant water and Sewer Operator and Penny Griffin, Water & Sewer Administrator.

7:45 pm Commissioner Dave Lewis motioned to come out of nonpublic session at. Motion was seconded by Commissioner Dana Clow. Motion passed unanimously. Commissioner Mellen motioned to seal the minutes of the nonpublic session. Motion was seconded by Commissioner Dave Lewis. All voted in favor.

5. The Commissioners reviewed correspondence from the owner of 51 and 57 School Street, who was recently approved to connect a duplex on each property to the existing water and sewer service lines on the property. In Mr. Knights email he requested that he be allowed to install a new 6" sewer service line and 1" water service line to each of the new duplexes rather than using the existing 4" sewer service lines and 3/4" water service lines. After discussion, the Commission agreed that it would be best to have Mr. Knight attend a meeting to discuss his request, what new connections would entail, and the costs associated. The Commissioners asked Penny Griffin to invite Mr. Knight to attend the January 9 meeting.

6. The Commissioners reviewed and authorized the following:
 - a) 2024 AP Voucher #22 W= \$23,027.81 S= \$14,407.19
 - b) October 22, 2024 and November 14, 2024 meeting minutes
 - c) Timecards

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

Meeting adjourned at 9:00 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen, Chairman

Dana Clow

Dave Lewis
Water and Sewer Commissioners