

**Town of Hillsborough Water & Sewer Commission**  
**August 10, 2023 Meeting Minutes**

The meeting was called to order at 6:00 p.m. Present were Commissioners Peter Mellen, Dave Lewis and Dana Clow; and Penny Griffin, Water and Sewer Administrator.

Also in attendance, community member Leigh Bosse.

1. Leigh Bosse approached the Commission to inquire about water and sewer information for two parcels, Map 024 Lots 021 & 022. The Commissioners advised that Lot 021 currently has 2 separate water services and 2 separate sewer services connected to the mains; lot 022 is not connected to either system. The Commission stated if more than 2 individual homes were proposed to be built on the property, separate connections to the mains would have to be made for each. Mr. Bosse thanked the Commissioner for the information and their time.

6:30 pm Leigh Bosse left the meeting.

2. The group reviewed a request for permission for a worker to be in the water with waders at Loon Pond to repair a dilapidated gazebo at 164 Old County Road. The Commissioners reviewed pictures that were submitted with the request and decided they would like to do a site walk with the Contractor. A site walk will be set for 11am on Saturday, August 12, if the Contractor is available.
3. The Commissioners reviewed a Change of Use form for 188 West Main Street. The applicant is changing the space from retail to a dog grooming business. Commissioner Peter Mellen motioned to approve the Change of Use as submitted. It was noted that a backflow survey is not needed as the building water service line already has an RPZ backflow device that is tested bi-annually. Commissioner Dave Lewis seconded the motion. All voted in favor.
4. The Commissioners reviewed and authorized the following:
  - a. 2023 AP Vouchers #15 W= \$59,919.42 & S= \$37,616.18
  - b. 2023 3rd Issue Billing Warrants Water H - \$191,623.29, Water D - \$4,356.29, and Sewer - \$263,313.06
  - c. 7/25/2023 Meeting Minutes
  - d. Timecards
5. The Commissioners reviewed email correspondence from John Noonan of Fieldstone Land Consultants, Project Manager for the proposed 219 West Main Street workforce housing project. The August 3, 2023, email included the water and sewer application and the NHDES Sewer Connection application with plans.
  - a. Commissioner Peter Mellen advised the group that Penny Griffin, Administrator, was out on vacation at that time the application was received, and he had responded to Mr. Noonan on August 4, 2023, that the application was received and would be reviewed at the August 10 meeting.
  - b. On August 9, 2023, Mr. Noonan contacted the office to inquire about the status of the application and Penny Griffin referred him to the email from Commissioner Mellen that the information would be looked at, at the August 10 meeting. John Noonan stated that they would like the Commissioners to sign off on the NHDES application so it can be submitted for the states review. Penny Griffin explained to Mr. Noonan that as the engineering review has not been completed the Commissioners will not be able to sign the NHDES Sewer Connection application at this time as the Municipal Certification portion of their draft application that needs to be signed states *"On behalf of Avanru Development Group, the Town or City of Hillsborough hereby provides the following municipal certification. The municipal sewage collection system and wastewater treatment facilities have been demonstrated, pursuant to Env-Wq 703.07(d), to have adequate processing capability for*

*the proposed added hydraulic flow and organic flow at the time of connection. The proposed sewer connection and/or sewerage design meet with the approval of the local jurisdictional authority.*" During the phone conversation Penny Griffin went over the water and sewer application process with Mr. Noonan and referred him to the Will Serve letter issued by the Commissioners for the project on August 11, 2022. A copy of the Will Serve letter was emailed to John Noonan for his reference.

- c. In a subsequent email, Mr. Noonan stated that "Our firm has taken on this project that was originally started by Right Angle Engineering. I just got a copy of the letters from the Town's Sewer Commission that was issued last year. We will ensure those conditions are met and look forward to getting the project into the construction phase." Based on that last email, and in an effort to efficiently process the application, the Commissioners requested Penny Griffin to contact Mr. Noonan to ask if there are changes to be made to the plans submitted to comply with the will serve letter; and, if so, the Commissioners recommend that the changes be done, and PDF copies of the updated plans be submitted to forwarded to our consultant for an escrow estimate for the processing of the application. Once final plans received are confirmed by Mr. Noonan, the Commissioners asked Penny Griffin to forward the package to Underwood Engineers to provide an Engineering Services Request (ESR) with the scope of work and cost for a full review of their application to be forwarded to the applicant to be funded.

6. Water Operator Cody Boisvert wasn't able to attend this meeting but had supplied photos of the first water bay sand replenishment activity and reported that the project progressed smoothly. The 2<sup>nd</sup> and 3<sup>rd</sup> bays will likely be done this season.

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

Meeting adjourned at 7:30 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