

**Town of Hillsborough Water & Sewer Commission**  
**August 27, 2019 Meeting Minutes**

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

Geoffrey Browning of G. Browning Carpentry was also in attendance.

A proposal from Mr. Browning for renovations to the proposed new office space at 63 West Main Street was reviewed. Commissioner Mellen motioned to temporarily adjourn the meeting and reconvene at 63 West Main Street to discuss the proposed renovations. Commissioner Sieg seconded the motion. All voted in favor. Notice of the temporary adjournment was posted on the office door at 4 Church Street.

After a review and discussion of the requested renovations, Mr. Browning stated that he would contact Commissioner Mellen with a start date. The Commissioners requested he give some advance notice as they will need to coordinate with the current occupants of the space. It was agreed that Mr. Browning would do the renovations to the unoccupied west side of the space first in order to allow the Southern NH Services office to temporarily move into it while he completes the renovations to the east side of the space. Simultaneous to the east side renovations, the Commission can begin moving their office into the space which will allow Southern NH Services to relocate into the 4 Church Street space.

6:50 pm The group returned to the 4 Church Street office space for the remainder of the meeting and Mr. Browning left the meeting.

A discussion was held regarding the items still left on the west side of the office space and the wheelchair ramp installation status. The Commissioners asked Penny to contact Laura Buono or Mark Roarick to inquire about their status.

7:00 pm Kelly and Bob D'Errico arrived at the meeting.

The D'Errico's explained to the Commissioners that a sewer line running through their property at 28 River Street recently began leaking. They stated that when they originally detected sewage in the yard they contacted Paul Dutton, Hillsborough wastewater operator, who told them that because it is not a sewer main and not part of the town's collection system it is likely a private service line and the responsibility for repair would like with the owner of the house that it services. The D'Errico's said they then contacted the town health officer, Dana Brien, who told them she would try to contact the owner the property they think the service line could belong to. After not hearing back from anyone the D'Errico's stated they hired a contractor to dig up the area where the septage was and they found a separated sewer line which their contractor repaired; they provided pictures of the area taken during the excavation. Mr. and Mrs. D'Errico stated that they want to know whose sewer pipe it is and get reimbursed for the repair. Kelly D'Errico stated she wants the pipe removed.

The Commissioners acknowledged the D'Errico's frustration. Commissioner Mellen advised them that the sewer department does not know where the line is coming from. He explained that the sewer system was installed originally in the 1890's and presented the

books with hand drawn records, a set of plans from the railroad and the set of plans from the installation of the new sewer mains. The group reviewed all portions of the documents that pertain to the property in question; none of which reference any sewer lines going through her property. It was noted that the area the repair was done on was actually on town property, previously the railroad property. A discussion was held regarding what the next steps should be to find out where this line is coming from. Commissioner Mellen stated that if the town can get access to suspect buildings the commission can help by dye testing their service line to identify its connection location to the main. Mr. D'Errico asked if Commissioner Mellen would attend a Selectmen's meeting with them to explain the situation to them. Commissioner Mellen stated that he would.

7:45 pm Mr. and Mrs. D'Errico left the meeting.

The Commissioners reviewed a request from 3 Henniker Street to reduce the number of sewer units being assessed to his building. The Commissioners asked Penny Griffin to request a letter clarifying that there is only one (1) business in the property as the letter submitted is not clear.

A Change of Use application for 206 Henniker Street was reviewed. The applicant is requesting to change the existing retail space to a bakery/gift shop with no more than 15 seats. The Commissioners determined that there would be no increase in the number of sewer units charged per regulations. They also noted that an automatic grease trap will need to be installed and inspected; and, a backflow survey will need to be completed to determine what type of backflow will be needed if any. Commissioner Mellen motioned to approve the Change of Use application as submitted with the condition of the installation of an automatic grease trap and backflow survey. Commissioner Sieg seconded the motion. All voted in favor.

The Commissioners reviewed and authorized the August 6, 2019, meeting minutes; 2019 AP vouchers #16 for water and sewer; time cards; and, 2019 3rd issue billing warrants for Hillsborough water in the amount of \$200,742.60, Deering water in the amount of \$4,924.31 and sewer in the amount of \$212,601.59.

A discussion was held regarding necessary water plant building maintenance work. Commissioner Mellen asked if it just needs painting or if it also needs carpentry. Penny Griffin will ask Cody Boisvert to report on this topic at the next meeting.

A discussion was held regarding the storage of digital records. Commissioner Sieg will look into a computer that will be used for the purpose of storing digital records.

A discussion was held regarding the upkeep of tie measurements and the importance of it as shown in the D'Errico issue reviewed tonight.

The Commissioners reviewed a letter from Brown and Koelewijn Properties, Inc. requesting that the Commissioners review and adjust the way sewer units are billed to apartments. The letter states that the current sewer billing format is disproportionately unfair to landlords and suggests that the fees should take into consideration the number of bedrooms in a unit rather than the number of units. The Commissioners decided to take the request under advisement.

Commissioner Lewis motioned to adjourn the meeting. Commissioner Sieg seconded the motioned.

All voted in favor.

Meeting adjourned 9:15 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by:

Date:

Peter Mellen, Chairman

Chris Sieg

Dave Lewis  
Water and Sewer Commissioners