

Town of Hillsborough Water & Sewer Commission
January 24, 2023 Meeting Minutes

Meeting called to order at 6:00 p.m. Present were Commissioners Peter Mellen, Dave Lewis and Dana Clow.

1. Engineering Services Request (ESR) 40 provided by Underwood Engineers for Park and Whittemore Street Sewer and Drain Design was reviewed and discussed. All agreed to have Penny Griffin contact Laura Buono to get on the agenda of the Selectmen's February 22, 2023, meeting to discuss the ESR with them.
2. The group discussed the NHDOT proposed 2023 paving of Route 149 from McDonalds to the Deering town line. Due to the large number of structures needing adjustment (42 sewer manholes and 37 gate valves) and the difficulty in coordinating the work to be completed with the timing of the paving, it was agreed that Commissioner Dave Lewis will contact NHDOT to discuss the possibility of the work to be included in their paving contract and bill the Water and Sewer Commission for the adjustments.
3. A request for a change in the number of sewer units billed to 3 School Street was reviewed. Currently the property is billed 9 sewer units. Recently two of the existing separate units were combined by removing the wall between them to accommodate the relocation of Project Genesis to the building resulting in the owner's request to decrease the number of sewer units from 9 to 8 for future billing. Commissioner Dave Lewis motioned to approve the change in the number of sewer units. Commissioner Peter Mellen seconded the motion. All voted in favor.
4. Penny Griffin advised the Commissioners that New England Backflow surveyed 1 West Main Street as requested on the approval of the new salon approved at the Commissions last meeting. New England Backflow determined that the building requires an RPZ backflow to be installed. Unfortunately, the building inspector issued a Certificate of Business Occupancy without first checking with Penny Griffin to ensure the site meets water and sewer regulations. Notice has been sent to the property owner advising that an appropriate RPZ device needs to be installed within 30 days and tested by New England backflow to ensure compliance with § 223-23 Cross-connection control which reads:
In compliance and in conjunction with New Hampshire Code of Administrative Rules, Part WS 314, Cross-Connections, the Commissioners will administer a cross-connection control program to protect the municipal water supply system. No cross-connection within the system will be allowed unless protected by an approved backflow prevention device commensurate with the degree of potential hazard. All such devices shall be located at the owner's service pipe entrance and all water consumption within the premises shall pass through the protective device. The Commissioners are empowered to establish and collect certain fees and charges associated with inspection and testing of premises and devices.
5. 2023 budgets for both water and sewer were discussed and finalized for the February 7, 2023, budget hearing.
6. The Commissioners reviewed and authorized the following:
 - a. 2023 AP vouchers #2 water = \$6,402.68 & sewer = \$8,191.08
 - b. 1/12/2023 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 8:30 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen, Chairman

Dave Lewis

Dana Clow
Water and Sewer Commissioners