

**Town of Hillsborough Water & Sewer Commission**  
**March 14, 2024 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.

1. A Water Service Change of Use application for 29 West Main Street was reviewed and discussed. Commissioner Peter Mellen motioned to approve the Water Service Change application as submitted, noting that a backflow survey needs to be completed once the plumbing is in place to determine if a testable backflow will need to be installed prior to the business opening. Commissioner Dave Lewis seconded the motion. All voted in favor.
2. A discussion was held regarding the new System Development charge (SDC) on new or change Sewer Service applications. The group agreed that Penny Griffin will estimate the SDC for the applicant but should not collect the fees until the Commissioners have reviewed the application and have confirmed the estimated SDC amount and approved the application. If so, Penny Griffin will then contact the applicant to advise them of the finalized SDC charge prior to the approval being issued.
3. The repair of the Sunny Ridge easement washout area was discussed. It was noted that the steel beam is now in place and the exposed sewer main is secured to it with the exposed extent provided with insulation installed. The remainder of the work will be completed when the ground dries out as the area is quite muddy right now.
4. The Commissioners reviewed the EPA NetDMR Subscriber Agreement Signatory Authority form. The Commissioners noted that Operator Paul Dutton is to be listed as the authority with signing privileges for the Hillsborough WWTF NHG580005 permit.
5. The group reviewed suggested easements for the proposed Park Avenue sewer main improvements. Commissioner Peter Mellen will contact Dan Rochette at Underwood Engineers to discuss clarifications.
6. The Commissioners reviewed and authorized the following:
  - a. 2024 AP Vouchers #5 W= \$20,714.19 & S= \$29,904.93
  - b. 2/27/2024 Meeting Minutes
  - c. Timecards

Commissioner Dana Clow motioned to adjourn the meeting. Commissioner Dave Lewis seconded the motion. All voted in favor.

Meeting adjourned at 8:00 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