

Town of Hillsborough Water & Sewer Commission
November 22, 2022 Meeting Minutes

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

The Commissioners reviewed and authorized the following:

- 2022 AP Vouchers #22 W=\$5,174.84 and S=\$16,170.57
- 11/10/2022 Meeting Minutes
- Timecards

6:30 pm Bill Hutwelker of Avanru Development Group (ADG) arrived to discuss the proposed housing development at 219 West Main Street. Bill Hutwelker discussed the status of the project and advised the Commissioners that they have received State funding assistance for the project.

6:40 pm Jack Franks of Avanru Development Group arrived at the meeting. Jack Franks showed the Commissioners a draft set of plans and stated that he wanted to discuss ownership of the water and sewer mains to be installed for the project. He advised that ADG intends on pursuing Community Development Block Grant (CDBG) to fund the water/sewer connection and he needs to know who the end owner of these mains will be. If the town will own the improvements the town will actually be the applicant for the CDBG (with a memorandum of understanding that Avanru is going to build affordable housing), if the developer will own the improvements, then the developer will be the sub applicant. Both ways are eligible for CDBG funding, but it matters which way the application is completed. Mr. Franks stated that the services would be built to the Commissioners specifications if the Commission were to take ownership of the mains. Commissioner Peter Mellen stated that regardless of who owns the lines, the systems must be built to the HWSC water and sewer standards in order to connect to the existing system.

The Commissioners asked if ADG had asked if the Town intends on taking over the development roads after completion. Bill Hutwelker stated that they have approached the Town Selectmen on the subject, suggesting that the access road can be built to Town specs so that the Town can take it over. He stated that the Town's response was non-committal. The group revisited the Commissioners request to have minimum 8-inch diameter stubs for both water and sewer mains, and an easement for them, on the back side of their property for potential future system improvements and/or development of the parcel of land that abuts theirs to the north. The Commissioners acknowledged that at this time they are not aware of any development plans of the abutting property. Jack indicated that they will contact that property owner.

Commissioner Dave Lewis asked if ADG had approached NHDOT District 4 for their requirements of granting a driveway permit to which they replied "not yet".

It was agreed that at this time there is no intention by the Commissioners to adopt the services within the development and that Avanru should pursue the CDBG as the primary owner. Jack Franks advised the board that he would like to meet again with the Commissioners after the first of the year to review and discuss revised plans.

7:10 pm Jack Franks and Bill Hutwelker left the meeting.

At 7:00 pm Kim Opperman arrived at the meeting. Mr. Opperman and the Commissioners discussed the impending vacant Commissioner position; what the general duties of the Commissioners are, meeting times, and a brief history of the systems. The Commissioners thanked Mr. Opperman for attending the meeting to discuss the position.

7:45 pm Kim Opperman left the meeting.

No action was taken regarding the impending vacant Commissioner position and the position is still posted.

Commissioner Dave Lewis motioned to adjourn the meeting. Commissioner Peter Mellen seconded the motion.

All voted in favor.

Meeting adjourned 8:00 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen, Chairman

Dave Lewis
Water and Sewer Commissioners