

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

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

Also in attendance was Lois Thomas, owner of 15 Jackson Street and her daughter Olivia.

1. Service Connection Application – 15 Jackson Street
  - a. Lois Thomas and her daughter Olivia explained recent events.
  - b. After purchasing the house, the effluent flows from all showers, toilets, and tubs experienced very slow discharge flowrates. Roto-Rooter flushed and camera-ed the sewer service, but couldn't progress to the sewer main. The existing sewer service exits the cellar on the south side (back-of-house).
  - c. Lois retained Rowell's Services, Northfield, NH to devise a solution after Roto-Rooter informed her that they couldn't provide repair services.
  - d. Rowell's proposed to re-configure the internal sewer plumbing and discharge to the Jackson sewer main on the north side of the house. They assumed a new sewer tap would be needed.
  - e. Commissioner Mellen noted that he reviewed our records with Penny Griffin, Administrator, and believes that there is an existing tap that should be utilized under Jackson Street.
  - f. Upon review of the Service Connection Application, Lois related that Rowell's checked the new service check-box that incurs a \$2,500 connection fee. Since the house is already connected to the system, this fee is not applicable.
  - g. The Commissioner's approved the work with the condition that the old sewer service be capped near the rear property line, where a retaining wall is located. This action is necessary to prevent unwanted infiltration water from entering the system.
  - h. It was related that a Street Excavation Permit must be obtained from the Town Road Agent to excavate within the street ROW limits.
  - i. Rowell's must contact the HWSC office to notify staff of schedule and required monitoring services.
2. After Lois & Olivia left, the Commissioners voted on the revised Application. Dana Clow motioned, Dave Lewis seconded, all voted in favor.
3. Whittemore – Park Infrastructure Design: Peter Mellen related that the additional survey needed to depict existing conditions along a Park Place route to Henniker Street has been completed and sent to Underwood Engineers.
4. A quote for tree removals by E.H.F. Tree Service behind Rite Aid and along the West Main PS was approved.

5. The Commissioners reviewed and authorized the following:

- 2023 AP Vouchers #19 W= \$6,687.36 & S= \$11,579.14
- 10/12/2023 Meeting Minutes
- Timecards

The meeting adjourned at 8 pm.

Sincerely,

Dave Lewis, Commissioner

Water and Sewer Commissioners Meeting Minutes  
Approved by:

Date:

Peter Mellen

Dana Clow  
Water and Sewer Commissioners