

Town of Hillsborough Water & Sewer Commission
April 13, 2023 Meeting Minutes

The meeting was called to order at 6:00 p.m. Present were Commissioners Dave Lewis and Dana Clow; and, Penny Griffin, Water and Sewer Administrator.

Also in attendance were Dave Beckwith and Julie M. Carlisle of Subway, and, Kevin Lapierre and Carlos Arostegui of Wind River Environmental.

1. The group discussed the events leading up to the non-compliant grease trap installed at the Hillsborough Subway location. The Wind River Environmental representative, Carlos Arostegui, stated that the automatic grease trap that had been installed at the Subway location was having operation issues and leaking. He stated that in his opinion, automatic grease traps do not work well in establishments that produce minimal grease, such as Subway and therefore, he made the choice to replace the automatic device with a manual grease trap. Kevin Lapierre stated that the new manual device has been in place since May 2021 without any maintenance issues and asked if the Commission would consider granting a waiver from the current policy which requires an automatic grease trap be installed at any new food service or sites that have a manual grease trap that has failed. It was noted that the original automatic grease trap installed at this facility had been in place and working since 2008. Commissioner Dana Clow stated that it was not unreasonable for them to ask for a waiver, however, the Commission needs to stay consistent with their rules and they would be remiss to grant the waiver. It was determined that as the policy has been in place since 2006 the Commission would not grant the waiver and an automatic grease trap needs to be installed. Commissioner Dana Clow stated that the failure to comply with the local requirements fell squarely on Wind River Environmental being the experts engaged by the Subway franchisee to address the grease trap issue and that discussion needs to be between Subway and Wind River Environmental to equitably resolve this issue and get the required automatic grease trap installed. The applicant was given 30 days to implement the required change with additional time to be considered, if necessary, upon request to the Commission. Both the Subway and Wind River Environmental representatives thanked the Commissioners for their time and stated they would be back in touch with the Commission once the automatic grease trap has been installed. At 6:40 pm the Subway and Wind River Environmental representatives left the meeting.
2. The Commissioners reviewed a Change of Use form for 67 West Main Street. The applicant is changing the space from a hair salon with 1 chair and 1 employee to a spa with 3 chairs and 3 employees. It was noted that the building already has a backflow device installed on the water service line that is tested bi-annually per requirements so nothing further is needed. Commissioner Dana Clow motioned to approve the Change of Use as submitted. Commissioner Dave Lewis seconded the motion. All voted in favor.
3. The Commissioners reviewed a Change of Occupancy form for 83 Henniker Street. The applicant is buying the property and will continue operating the existing approved restaurant. The site currently has the required automatic grease trap and bi-annually tested backflow device. Commissioner Dana Clow motioned to approve the Change of

Occupancy form as submitted. Commissioner Dave Lewis seconded the motion. All voted in favor.

4. The Commissioners reviewed and authorized the purchase of a new 10 x 14 shed for the water reservoir as quoted by Post Woodworking Sheds for \$9,218.
5. The Commissioners reviewed and authorized the following:
 - a. 2023 AP Vouchers #7 W= \$ 97,379.63 & S=\$ 184,428.34
 - b. 3/30/2023 Meeting Minutes
 - c. Timecards
 - d. \$100,000 from unspent reserve (NHPDIP) to water department surplus for operating budget per 2023 Warrant Article 17
 - e. 2022 water surplus \$22,332.78 to NHPDIP account
 - f. 2022 sewer surplus \$90,884.29 to NHPDIP account
 - g. 2022 unspent water system repair and maintenance \$11,412.76 to water line rehabilitation capital reserve
 - h. 2022 unspent sewer system repair and maintenance \$48,869.14 to sewer I/I reduce capital reserve.
6. Commissioner Dave Lewis motioned to nominate Commissioner Peter Mellen for the Chairman position of the board. Commissioner Dana Clow seconded the motion. Motion passed.

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

Meeting adjourned at 7:30 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Dave Lewis

Dana Clow
Water and Sewer Commissioners