

Town of Hillsborough Water & Sewer Commission
December 14, 2023 Meeting Minutes

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

Also in attendance were Jack Franks and Bill Hutwelker of Avanru Development, and Chad Branon of Fieldstone Land Consultants, regarding the Hillsborough Heights workforce housing project.

1. The group reviewed and discussed Underwood Engineers' Hillsborough Heights Residential Development Review No. 2 letter, December 14, 2023. The following items noted in the letter were discussed and resolved:
 - a. At this time, it does not seem that the Selectmen will accept the entrance road as a town highway. As such, the HWSC wishes to gain an easement for water main and sewer elements under the entrance road. Avanru agreed to this approach.
 - b. The proposed fire hydrant, near Sta.8+30 LT is shown too close to the building on the plans and will be moved to the roadside within the water and sewer proposed easement.
 - c. Adjustments to the water main alignment will be done to address the issue with the tee feeding the hydrant.
 - d. It was agreed that connection to the water main will be made at night as water will need to be turned off to a majority of the Town's water system while the connection is implemented. A note will be added to the plans indicating this requirement.
 - e. Avanru added that water and sewer work will not proceed until Spring 2024.
 - f. The blow-off at the end of the water main shown on the plans will be removed and replaced with a restrained cap and thrust block.
 - g. A discussion was held regarding inspection. The Commissioners require a 3rd party inspector, paid for by the applicant and approved by the Commissioners, must be on-site throughout the installation of the water and sewer utilities. Resumes of potential inspectors from Fieldstone must be sent to the Commissioners for review and approval prior to any construction. All agreed.
 - h. Any special NHDOT requirements will be added to the final plan set if needed.
 - i. Jack Franks stated that he will add the Town of Hillsborough Water and Sewer Commission to the project performance bond as a bond holder. He will forward the bond showing this information to the Commissioners for their records.
 - j. A discussion was held regarding an existing sewer stub for the property. Fieldstone Land Consultants will camera the existing stub in the spring to ensure it is acceptable to connect to.

Plans will be revised with the required information and resubmitted to the Commissioners office on Friday, December 15, 2023. It was agreed that Commissioner Dave Lewis will review the revised plans over the weekend. Once he has approved the revised plans, the water and sewer permit application can be authorized and issued and the NHDES Sewer Connection application can be signed by a Commissioner.

7:00 pm Jack Franks, Bill Hutwelker and Chad Branon left the meeting.

2. Cody Boisvert, Water Operator, presented a proposal from Electrical Installations, Inc. to supply and install a new plant water control panel in the amount of \$68,925. It was agreed to review as part of the 2024 budget.
3. Cody Boisvert advised the Commissioners that he has also requested a proposal from Electrical Installations, Inc. (EII) for an uninterruptible power supply (UPS) device for the water plant that powers UV equipment, nearly instantaneously, in the event of grid power failure, protecting the equipment from damage. He stated that EII has verbally estimated \$80,000 to install such a device. The group will review the proposal once it is received.
4. A discussion was held regarding the upcoming EPA and NHDES mandated Lead and Copper Rule Revisions (LCRR). Penny Griffin stated that the reporting requires that any information in a property file that indicates the material of the water service line must be scanned in and then uploaded to Hazen and Sawyer (NHDES' consultant engineering firm by December 30, 2023. This is a very time consuming and tedious undertaking that Penny Griffin and Cody Boisvert will be spending many hours in the next 15 days to complete.

8:00 pm Cody Boisvert left the meeting.

5. Penny Griffin advised the Commissioners that Iris Campbell had recently offered assistance if needed in the office. It was agreed utilizing Iris' assistance when needed would be ideal as very little training, if any, would need to be done as she is familiar with the processes; she trained Penny. The Commission noted that they are not looking to hire a regular part-time employee as the amount of time assistance needed is not consistent. The Commissioners agreed to hire Iris Campbell for on-call office assistance when Penny Griffin determines it is needed.
6. The group discussed the Commissions history of a proposed accessibility fee for new construction and increased sewer discharge applications. The topic has been talked about for several years, however, it has never been implemented as "it has never been the right time". The Commissioners agree that it is important to meet with the Selectmen and the Economic Development Committee (EDC) to ensure they understand the proposed fee and are on board with implementing it. The Commissioners requested Penny Griffin to coordinate a meeting with the EDC and Selectmen.
7. A brief discussion was held regarding the status of the Park and Whittemore Street road reconstruction project. Commissioner Dave Lewis stated that it is imperative to continue moving ahead with the design in order to stay on track with getting the project out to bid in early 2024. The Commissioners requested Penny Griffin to coordinate another meeting with the Selectmen to review the design.
8. The Commissioners reviewed and authorized the following:
 - a. 2023 AP Vouchers #22 W= \$121,365.48 & S= \$299,313.45
 - b. 11/28/2023 Meeting Minutes
 - c. Timecards

The Commissioners decided to cancel the December 26, 2023, meeting.

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

Meeting adjourned at 9:30 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