

**Town of Hillsborough Water & Sewer Commission**  
**January 16, 2024 Meeting Minutes**

The meeting was called to order at 3:30 p.m. Present were Commissioners Peter Mellen, Dave Lewis and Dana Clow; Selectmen Jim Bailey and Rich Pelletier; Underwood Engineer (UE) representatives Dan Rochette and Jake Stoddard; and Penny Griffin, Water and Sewer Administrator.

Underwood Engineers representatives had slow travel due to bad weather causing the meeting to have a delayed start.

The group reviewed the project design updates. UE presented an updated conceptual plan set, cost estimate.

Commissioner Dave Lewis suggested a contract allowance for a plumber to reconfigure inside plumbing for the sewer services on Park Place if needed. Dan noted that UE had found higher cost for interior plumbing modifications vs. routing the sewer services around the affected buildings.

It was agreed that re-routing of the Park Place sewers from north (and behind) of the affected homes will become part of the project. Easements will be needed to implement this portion of the work.

The UE plan shows two lateral catch basins that are not located within the utility easement zone along Park Place. Dan asked for direction from the Selectmen if the easement should be extended to these catch basins if the Town will provide vactor service for maintenance.

Selectman Jim Bailey stated that he approves of the proposed Park Place drainage, however, he will review it at the next Selectmen's meeting for a full board consensus. He will only contact the Commissioners if the board requires something different.

Dan Rochette stated that once he receives approval, he will begin talks with NHDES Alteration of Terrain (AoT) Bureau.

A discussion was held regarding sidewalk installation on Whittemore Street. Currently there is only an existing sidewalk on the upper half of Whittemore Street which is not maintained in the winter months. Dan Rochette stated that the sidewalks shown on the plan fit in the Town's right of way, however, there are issues to take into consideration:

- It would not connect to other sidewalks. The Selectmen agreed and noted that there is no plan at this time to create sidewalks on the connecting roads. Commissioner Mellen stated that Laura Buono, Town Administrator, had mentioned that they are looking to promote the area as a "Walkable Community". A discussion was held as to when would be appropriate to begin installing sidewalks in areas; and is it more cost effective to install them on the roads that are being reconstructed when the work is being done rather than individually at a later date.
- It was noted that students often use Whittemore Street to walk from school towards Grimes Field.
- There are some trees and shrubs that would need to be removed to accommodate the installation.
- A second driveway at 14 Whittemore Street would be affected as the homeowner appears to park a vehicle there that is right up against the existing street pavement.

The Selectmen stated they would need to discuss it at the next Selectmen's meeting and would get back to Underwood Engineers and the Commission by the end of next week.

Underwood Engineers will provide suggested documents for the Commission/Town use to secure sewer, drainage, road, and combine sewer and drain easements.

They will also provide suggested Memorandum of Understanding documents where temporary construction impacts are anticipated and tree removal waivers for abutters to execute where any tree removal is needed.

The group reviewed the updated estimate of cost. The Selectmen will review with Town Administrator Laura Buono and verify the remaining ARPA funds the Selectmen previously allocated to the project.

Dan Rochette stated that he needs confirmation of the proposed design from the Commissioners and the Selectmen by January 26, 2024, in order to have the project stay on track with the following proposed project schedule:

- Additional Borings January 23, 2024
- Draft Easements February 1, 2024
- Permitting Submittal February 15, 2024
- Approval Drawing (90%) March 1, 2024  
(Submittal to NHDES for design review and concurrence – approximate 6-week lead time)
- Easements Secured by Town May 1, 2024
- Bidding pending DES Concurrence May 15, 2024
- Start Construction July 15, 2024

The Commissioners will invite the owners of 9 Park Place and 44-46 Henniker Street to review the proposed sewer easements.

Commissioner Dave Lewis asked Dan Rochette to contact Construction Summary to notify them of this impending project so that contractors who may be interested in bidding will be aware. Dan stated that he would look into doing that.

6pm Dan Rochette and Jake Stoddard left the meeting.

The Commission presented the Selectmen with copies of the 2016 Sewer System Accessibility Fee study prepared by Hoyle Tanner and Associates and the 2022 Sewer Rate Study and System Development Charge (SDC) Recommendation report prepared by Underwood Engineers as a prelude to a conversation regarding the implementation of a Sewer System Development Charge. The Commissioners explained they would like to implement an Equity Buy-In SDC for new users or expanded service who would make an initial one-time payment that will cover their share of the value of the existing infrastructure already paid for by the existing users. This fee would be per gallon per day (gpd) of estimated flow for the specific use or expansion proposed as listed in Table 1008-1, Unit Design Flow Figures, in Section Env-Wq 1008.03 (c) and (d), of the New Hampshire Code of Administrative Rules, Chapter Env-Wq 1000, Subdivision and Individual Sewage Disposal System Design Rules, effective 2-9-08, or as revised. The SDC for expanded service shall be calculated based on the difference between the existing estimated flow and the expanded estimated flow as listed in Table 1008-1. Any fees collected would be put into the Inflow & Infiltration Reduction Capital Reserve. The Commissioners stated that they would like the support of the Selectmen. The Selectmen both stated they see the need and the rationale and agreed to discuss it at their next meeting and get back to the Commission if they vote to support it as a unified board.

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

Meeting adjourned at 6:30 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