

Town of Hillsborough Water & Sewer Commission
June 9, 2022 Meeting Minutes

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

Also in attendance were Jack Franks and Bill Hutwelker of Avanru Development Group to discuss the proposed housing development at 219 West Main Street.

Jack Franks reviewed the proposal for the 84-unit housing project with the Commissioners. The Commissioners estimate that the sewer capacity required for the housing project, using the New Hampshire Code of Administrative Rules Table 1008-1 Unit Design Flow Figures, would be 22,050gpd. Jack Franks stated that he understands that the Table 1008-1 figures are what is used for the application process but assured the Commissioners that the actual usage would be far less; he provided data collected from other housing developments he owns that are similar to the proposed Hillsborough development which showed less usage. Jack Franks stated that the project would be a phased project with only one building being built and occupied before the second building being built. All agreed that the complete water and sewer infrastructure needs to be installed in phase one. A discussion was held regarding the Commissions desire 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. Jack Franks stated that request could easily be worked into the plans. The developer's timeline was discussed. Jack Franks stated that he needs a "Will Serve" letter from the Commissioners to go with his financing application to the State of NH which he intends to submit in August; if his application is approved, he plans on submitting a full application for water and sewer in the spring of 2023. A discussion was held regarding the appropriate amount of time the requested 22,050 gpd of sewer capacity would need to be reserved for the project; Jack Franks indicated that 18 months would be reasonable.

Commissioner Peter Mellen provided an overview of the history of the sewer system and the current capacity availability of 77,000 gpd. He explained the challenges of inflow and infiltration from sump pumps and aging infrastructure which effect the available capacity determined by a 12-month average of effluent reported on monthly wastewater reports. He stated that the Commissioners are currently working to coordinate projects with the Selectmen to replace infrastructure in areas that have been identified as having infiltration and a high probability of failure.

The current fees for new service connections were reviewed; single household \$2,500, Commercial and multi-family service \$7,500, and industrial establishments and other complexes \$10,000. These fees are currently the same for both the water service and the sewer service. Commissioner Peter Mellen advised Mr. Franks and Mr. Hutwelker that in follow up to the recently completed Sewer Asset Management plan, which suggests \$600,000 per year should be being put aside for infrastructure replacement, the Commission will be authorizing its consultant engineer to proceed with a wastewater rate and system development charge (SDC) update project. He stated that the review is expected to be completed by the end of 2022 and the recommendations could result in an increase in current fees being implemented thereafter. Jack Franks asked if the increase of fees needed to be voted on at a Town meeting. The Commissioners stated that it does not however, they would hold public hearings on the subject prior to any changes.

Jack Franks advised the Commissioners that as part of the workforce housing incentive programs there are funds that the Town may be eligible to obtain that could be used for infrastructure replacement. He offered to call his contact at the state to find out the process.

In conclusion of their meeting, the Commissioners asked Mr. Jacks and Mr. Hutwelker to provide suggested wording to use as a guide to ensure all required information be included in the requested

"Will Serve" letter, which they agreed to do. The Commissioners thanked Mr. Jacks and Mr. Hutwelker for taking the time to meeting with them to discuss their proposed project.

7:15 pm Jack Franks and Bill Hutwelker left the meeting.

Commissioner Dave Lewis motioned to authorize ESR 39 for wastewater rate and system development charge (SDC) update project provided by Underwood Engineers and reviewed at the May 24th meeting. Commissioner Peter Mellen seconded the motion. Motion passed.

A Change of Use application for a unit at 1 West Main Street was reviewed. The unit is being changed from a previously approved retail space to a barber shop. Commissioner Peter Mellen motioned to approve the Change of Use application as submitted; the number of sewer units charged for the space will remain 1 unit. Commissioner Dave Lewis seconded the motion. Motion passed.

A request to install a grease interceptor instead of the previously approved automatic grease trap at 126 West Main Street was reviewed. The Commissioners approved the installation of the grease interceptor.

The Commissioners reviewed and authorized the following:

- 2022 AP Vouchers #11 W = \$54,090.42 S = \$16,742.42
- 5/24/2022 Meeting Minutes
- Timecards

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