

**Town of Hillsborough Water & Sewer Commission**  
**March 30, 2023 Meeting Minutes**

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

1. The Commissioners reviewed a Change of Use form for 226 West Main Street. The applicant is looking to add a tearoom for the service of tea, coffee and baked goods to their existing retail business "The Other Ark Take 2". The tearoom will accommodate up to 8 people and will offer catered "teas" with the possibility of dress up and games. The baked goods will be catered for by outside vendors; no cooking or washing of baked goods pans on-site. As this type of service requires bathroom facilities per State of NH Revised Statute § 155:40, they must provide a bathroom for customer use. It was noted that no grease trap is needed at this time as no food is prepared on site; however, should any aspect of the business change going forward, the owners will need to submit the proposed changes to the Commission for consideration. Commissioner Dana Clow motioned to approve the Change of Use as submitted. Commissioner Dave Lewis seconded the motion. All voted in favor. The number of sewer units charged to this property will increase from 1 to 2 due to the State of NH requirement of a bathroom facility to be provided for customers due to this new food and drink service use.
2. The following Underwood Engineers Engineering Services Request (ESR) Authorizations to Proceed were reviewed and authorized:
  - a. ESR 41 2023 WWTF Groundwater Permit Compliance Services \$19,500
  - b. ESR 42 2022 Collection System O&M Annual Reporting Assistance \$4,000
3. The Commissioners authorized the purchase of a new F350 truck with utility body to replace the existing 2009 F350 as quoted from Hillsboro Ford for the amount of \$64,470. The Commissioners agreed that they would like the truck undercoated with Wool Wax rather than oil.
4. The shed being quoted for the Bible Hill reservoir sample point relocation was discussed. The Commissioners requested that Penny Griffin check with Cody Boisvert, water operator, to see if there is a need for a larger center beam (if a hoist needs to attach to it) and a heating system.
5. The Commissioners authorized a proposal by Utility Service Co., Inc. to renovate the chlorine contact tank at the WWTF for the amount of \$123,257.
6. The Commissioners reviewed and authorized the following:
  - a. 2023 AP vouchers #6 water = \$15,338.53 & sewer = \$27,236.82
  - b. 3/9/2023 Meeting Minutes
  - c. Timecards
7. Chairman Mellen motioned to go into nonpublic session under RSA 91A:3II (a) personnel. Commissioner Lewis seconded the motion. Motion passed unanimously. Commissioner Mellen motioned to come out of nonpublic session at. Motion was seconded by Commissioner Lewis. Motion passed unanimously. Commissioner Mellen motioned to seal the minutes of the nonpublic session. Motion was seconded by Commissioner Lewis. All voted in favor.

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

Meeting adjourned at 8:15 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by:

Date:

Peter Mellen, Chairman

Dave Lewis

Dana Clow  
Water and Sewer Commissioners