

**Town of Hillsborough Water & Sewer Commission**  
**October 13, 2022 Meeting Minutes**

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

Commissioner Dave Lewis reported that he had stopped by the National Guard Armory at 132 West Main Street to discuss their current project as he noted a large pile of loam which appeared to be close to the existing sewer easement. Upon speaking with the project representative on site, an uncapped pipe which appears in line with the sewer main was pointed out. It is unknown at this time if the pipe is connected to the sewer main; Commissioner Lewis will follow up with Paul Dutton to investigate the pipe.

A New Water and New Sewer Request for Service permit application was reviewed for Map 023 Lot 082. The water service will need a new tap on the main, to be tapped by Cody Boisvert if the property owner is satisfied with a  $\frac{3}{4}$ " service line; if he requires a 1" service the tapping will need to be subcontracted out. The Commissioners noted that only  $\frac{3}{4}$ " meters would be supplied. The sewer service will need to be connected to the existing stub which shows at approximately 95' from the manhole in Central Street. Commissioner Dave Lewis motioned to approve the application for new water and new sewer service for a proposed duplex. Commissioner Chris Sieg seconded the motion. All voted in favor. Application was approved.

A discussion was held regarding the need to purchase a second gear box for the Bible Hill water reservoir to have available if needed in the future. Commissioner Dave Lewis motioned to have Penny Griffin purchase a duplicate gearbox as the one recently replaced at the Bible Hill reservoir. Commissioner Sieg seconded the motion.

The Commissioners discussed a prior sewer unit exemption request from the owners of 226 West Main Street. The request had been denied due to the issue of the regulation granting the Commissioners the power to issue waivers/exemptions being omitted from the 2012 regulation update which meant there was no mechanism to allow the Commissioners to grant such requests. As the sewer ordinance was revised, at the September 20, 2022, sewer ordinance revision hearing, to now include:

Town Code § 181-80 Granting of waiver -Upon petition of any person, the HW&SC may, in its discretion, grant a waiver of the strict application of any rule, regulation or requirement set forth in this chapter.

Commissioner Peter Mellen motioned to grant the exemption to future sewer billing for the 1 sewer unit being charged to the commercial space of the building as there are no facilities or plumbing to install facilities in the commercial space and the owner assures no patrons are allowed to use the bathroom in the residential portion of the building. Also, an abatement of 1 sewer unit (\$120.00) charged to the Commercial space on the 2022 3<sup>rd</sup> issue billed after their original request. Commissioner Dave Lewis second the motion. Motion passed and exemption granted. Penny Griffin will prepare the appropriate letter and abatement for the Commissioners review and authorization at the next meeting.

An inquiry regarding available capacity for a proposed 9 residential unit and 1 commercial office space renovation at 2 West Main Street was discussed. The Commissioners agreed that at this time there is available capacity for the proposed usage; and a Change of Use application will need to be submitted to the Commission for consideration prior to any construction. Penny Griffin will reply to the inquiry with the information.

The Commissioners reviewed and authorized the following:

- 2022 AP Vouchers #19 W=\$26,499.95 and S=\$39,731.00
- 9/20/2022 Meeting Minutes and Public Hearing Minutes
- Timecards
- Water abatement for 9 Windsor Terrace

Commissioner Chris Sieg 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

Chris Sieg

Dave Lewis  
Water and Sewer Commissioners