

**Town of Hillsborough Water & Sewer Commission**  
**September 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.

1. The group discussed the status of the Bear Hill pump station upgrade project. It was noted that getting AAA Pump back to the site to complete the job has not been successful. A quote from Electrical Installations, Inc. (EII) for the amount of \$9,379.26 to complete their contract was reviewed. The Commissioners decided to have Penny Griffin contact AAA Pump with the requirement that the project be completed by them (including testing and any training) by no later than Friday, September 29, 2023. If at that time, any remaining aspects of the project are not completed, we will contract with EII to complete the job. In that case, a check will be sent to AAA Pump in the amount of \$27,959.00; the original project cost \$37,338.26 less the \$9,379.26 that it is going to cost to hire another vendor to complete the project.
2. The Commissioners reviewed a Change of Use form for 8 School Street. The applicant is changing the space from an office building to 5 residential units of senior housing. Commissioner Peter Mellen motioned to approve the Change of Use as submitted. Commissioner Dave Lewis seconded the motion. All voted in favor. Once the Certificate of Occupancy is issued the number of sewer units billed will increase from 2 to 5.
3. The Commissioners reviewed a Change of Use form for 53 West Main Street. The applicant is changing the space from an office building to a Domino's take-out only restaurant (no seating) and one 2-bedroom apartment. The applicant acknowledges that an automatic grease trap or grease interceptor needs to be installed. Commissioner Peter Mellen motioned to approve the Change of Use as submitted noting that the grease trap will need to be inspected and a water service backflow device tested prior to requesting a certificate of occupancy from the Town. Commissioner Dave Lewis seconded the motion. All voted in favor. Once the Certificate of Occupancy is issued the number of sewer units billed will increase from 1 to 3.
4. A New Service application submitted with applicable fees for Map 024 Lot 015 on Gay Avenue requesting connection to both water and sewer services was reviewed and approved by the Commission.

6:30 pm Margaret Blank of Underwood Engineers and Kaitlin Curtis of NHDES arrived at the meeting.

5. The group reviewed and discussed the current status of the water asset management plan project. A round-table discussion was held to work on creating Level of Service (LOF) Matrix for the asset management project. Level of Service (LOS) goals are often formulated as SMART goals – specific, measurable, achievable, relevant, time-bound and are developed to balance service with resources to optimize efficiency.

8:00 pm Margaret Blank, Kaitlin Curtis and Cody Boisvert left the meeting.

6. Commissioner Peter Mellen advised the group that he recently spoke briefly with the owner of 9 Park Place regarding the possibility of obtaining an easement for a sewer main as part of the Park and Whittemore Street roadway-sewer-water reconstruction project. He reported that the property owner was not completely opposed to it and there are some items, such as resolving drainage issues on the property, that may make an agreement beneficial for all involved. Further discussions with the property owner will need to be had. Commissioner Mellen also reported that he, with the assistance of Paul Dutton and Alex Mellen, opened some manholes in Henniker Street to get invert information. The limited information collected was provided to Cole Melendy of Underwood Engineers who stated he believes this is still a viable option. Cole Melendy has been asked to provide a scope of what is needed for extra work to confirm this option.

7. The Commissioners reviewed and authorized the following:
  - a. 2023 AP Vouchers #17 W= \$70,458.99 & S= \$71,167.82
  - b. 8/22/2023 Meeting Minutes
  - c. Timecards

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

Meeting adjourned at 8:30 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes      Date:  
Approved by:

Peter Mellen

Dave Lewis  
Water and Sewer Commissioners