

**Board of Selectmen  
Work Session Meeting Minutes  
September 6, 2023**

Present: James Bailey – Chairman, Iris Campbell – Selectwoman, Richard Pelletier - Selectman and Laura Buono, Town Administrator.

In Attendance: Cole Melendy (Underwood Engineering), Dan Rochette (Underwood Engineering), Dana Clow (Commissioner), Peter Mellen (Commissioner), Dave Lewis (Commissioner), Penny Griffin (Water & Sewer Administrator), Leigh Bosse and Melissa Taber

Meeting opened at 6:00 pm

**1. PARK & WHITTEMORE STREETS IMPROVEMENTS PROJECT**



Commissioner Peter Mellen showed a tax map outlining the current direction of flow. There are two homes serviced in Park Place and the Town Offices as well.

Underwood presented 4 Options for the project:

- Option 1 – Maintain existing sewer routing and depth. This option is recommended for further consideration and provides flexibility for Park/Whittemore phasing.
- Option 2 – Maintain existing sewer routing, increase depth of sewer on Park and Whittemore as required to provide gravity service to all of Park Place. This option is not recommended.
- Option 3 – Cross country (easement route) through #17 Whittemore to Park Place and Park Street. Reroute Park Place sewer to new Cross Country. This option is a possible alternative to option 4 for further consideration but complicates Park/Whittemore phasing.
- Option 4 – Cross country from behind #9 Park Place to Henniker St. via #44 Henniker Street. Recommended for further consideration but complicates Park/Whittemore phasing and additional survey would be required.

Notes:

- Two homes in Park Place are on the sewer system, and two are not. The current piping will be shut off and moved into the road. This will become part of the project. Selectman Pelletier asked what if the homeowners do not want to connect. Regulations state that if the home is within 100 feet of the system they must connect to the sewer. Before the final design and before going out to bid there will be an informational public meeting.
- Option 4 is just for Whittemore Street, it includes road work, sidewalks, and drainage, this would cost about \$1 million. The Commissioners are looking to the Selectmen for input on this because Whittemore Street is in bad shape and Park Street is in good shape. The idea is to work in conjunction with the town regarding the roads. The engineers focused on Whittemore, Park and Park Place.
- Option 1 and 4 would cost about \$1.4 million, the cost includes road work. An estimate was completed in March and for 1,000 feet of Whittemore Road which includes the deep manhole at Park and Whittemore. The cost would be \$250K each for water, sewer, drain and roadway that includes curbing. The reason for the estimate was for applying for Department of Environmental Services funding, but the town always falls short on the cut-off list.
- Catch basins have been added to Whittemore for more storm water control. The curbing will also help with controlling the water.
- Not all sump pumps have been identified on Whittemore. More discussion is needed on whether a small service drainage pipe will be installed to those properties with sump pumps to tie into the drain line. The cost to the homeowner is unknown. A separate contractor would need to be hired for those connections during the project. More discussion is needed about the cost to the homeowner and how to make it beneficial for the homeowner to hook up to the drainage system.
- Chairman Bailey asked if option 4 would be more beneficial toward future maintenance of the system? Mr. Bailey feels this option is more economical. Peter Mellen said this is the first cooperative project and he would like to keep the scope of the project manageable and confined to Whittemore to gain experience in moving forward.
- Selectwoman Campbell asked how many years will there be between phases. Mr. Mellen said it will be based on coordination with the Highway Department and the asset management plan. Selectwoman Campbell feels it makes more sense to complete Whittemore and Park at the same time, there was agreement towards this. There are ARPA funds available as well for the project in the amount of \$680K.
- The engineers said a schedule is needed so the project is ready to go to bid in January 2024.
- Ms. Buono said there seems to be enough money in rough numbers at this point. She said the town is due to receive \$840K from Invest NH that could be applied if needed.
- Chairman Bailey asked if option 4 could be ready for bid in January. The engineers said with the need for easements, January would be tight, the bidding would be ready for

February or early March. The Board and Commissioners need to decide sooner rather than later. The drainage at Park Place needs confirmation of the pipe locations as well.

- Selectman Pelletier asked what the plan will be for sump pump connections. Mr. Mellen said a program will be offered to the homeowners to make that connection from them, and the town would also need to come up with a program to offer the homeowners.
- When any work is completed on private property a memorandum of understanding will need to be established.
- The Selectmen are meeting on Wednesday, September 13 where they will finalize a vote on the ARPA funds.

## **2. BUTLER PARK**

There was a leak in the sprinkler system at Butler Park. The usage amounted to \$1,000 and Ms. Buono is asking for a discount. The Commissioners will discuss the request, but typically refunds are never granted.

## **3. WORK FORCE HOUSING PROJECT**

The work force housing project for 84 units is now expanding to elderly housing, condominiums and nine houses that includes a connecting private road to Harvey Way. The developer talked about having the Water & Sewer Department take over the water and sewer system under the private road. Mr. Mellen said the Commissioners have had discussions about taking over a water and sewer line that is under a private road. Mr. Mellen asked if the proposed road will be built to town specifications and inspected. Chairman Bailey said from the Planning Board, it was stated that because there is a lot of outside funding and investors involved that Planning Board was reassured there would be inspections and oversight for the 84-unit project by HUD and the outside investors. The Commissioners plan on having the water and sewer inspected at the expense of the developer if they want them to accept it. Selectwoman Campbell asked if the Commissioners are invited to Planning Board meetings because these are questions that should have been asked at the Planning Board meeting. It was confirmed the developer did speak with the Commissioners.

Chairman Bailey said the developer is coming to the Planning Board with a second and third phase, his first question is, have you spoke with the Water Commissioners to see if there is enough capacity to handle the next 2 phases. He said it sounds like the developer has not talked enough with the Commissioners. Mr. Mellen said the developer sent them the plans for the water and sewer system for the next 2 phases so the Commissioners can send them to their engineer for review. The plans are sitting waiting for the money from the developer for the engineer review. Mr. Mellen said they are still waiting on the fees for the engineer review of the 84 units as well. Ms. Buono said the developer is waiting for the CDBG money that will pay those fees.

There was discussion on how and when the town should accept roads. It was suggested to create a road policy that includes inspections.

Expansion of the treatment plant was discussed; accessibility fees have been looked at. Commercial projects build their own septic system instead of hooking up to the towns system. When should there be expansion. Mr. Mellen said the accessibility fees did not go over well. What is needed is a way to generate more money to fix the current system. Rate increases are projected for the current users.

Chairman Bailey said the main question is does the town have the capacity to support the project and what will be the overall impact to the current system. Mr. Mellen said this project will take up half of the present capacity. Chairman Bailey said the capacity impact was never discussed regarding this project at the Planning Board level.

Meeting adjourned at 8:33 pm

A true record  
Mary Whalen  
Recording Secretary

Date: \_\_\_\_\_

Approved by:  
Hillsborough Selectboard

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James C. Bailey, III, Chairman

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Iris Campbell, Selectwoman

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Richard Pelletier, Selectman