

**Town of Hillsborough Water & Sewer Commission**  
**April 27, 2021 Meeting Minutes**

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

Also in attendance were Leigh Bosse and Anthony Costello, engineering consultant.

Leigh Bosse approached the Commissioners to discuss a potential cluster subdivision on property he owns at the end of Dascomb Street that he would like public water service extended for. Possible connection options were discussed. All Commissioners agreed that it would be a significant benefit for the system to be connected at both Dascomb Street and Myrtle Street extension to create a loop to avoid a dead-end line, which is notorious for resulting in poor water quality. Conceptual development plans and existing water system maps were reviewed and discussed. The few homes on Dascomb Street are served by a 6" inch water main. The Commissioners noted that they would like the north connection to the water main in Myrtle Street extension to be close to the existing 8" water main that connects Myrtle Street extension and feeds the west school loop. The Commission stated that they will need to have its engineer evaluate the water hydraulic model and provide recommendations as to what size line would be required. Leigh Bosse asked the Commission if they would be willing to allow him to complete the connection in stages. Commissioner Dave Lewis asked Leigh Bosse to describe how the stages would progress. Leigh Bosse stated that it was difficult to tell, as the project is economy driven but is optimistic that all the lots would sell this summer. Leigh Bosse suggested that stage one could be extending the water main to the south property line and as the initial lots sell, he would extend the new water main to the next stage of lots. Anthony Costello asked if the Commissioners would be willing to pay for some of the upgrade to the proposed water main. Commissioner Peter Mellen stated that the Commission would need to discuss that approach, but they first needed to have their engineer look at the water hydraulic model to see if they recommend a 6" or 8" water main diameter. The Commissioners will contact Leigh Bosse and Anthony Costello when they receive the engineer's recommendation.

6:45 pm Leigh Bosse and Anthony Costello left the meeting.

Commissioner Peter Mellen gave an envelope of pictures showing docks situated on Loon Pond in 1996. He stated that his father, former Commissioner Donald Mellen, took the photos to document the condition in 1996. Commissioner Peter Mellen recommended putting the photos in an album and adding new photos taken in future inspections to document the history of docks on the pond.

Correspondence from Jim Norman, Manager/member of PJ Elgin LLC owner of 14 Hoyt Lane was reviewed and discussed. Jim Norman was requesting payment of an invoice from Henniker Septic who was called to clear the plugged private sewer service line from 14 Hoyt Lane. The history of the Hoyt Lane sewer was reviewed. The Commissioners noted that in the pictures submitted by Jim Norton, the plugging materials were pushed from the private sewer service line into the clean out structure and this activity was beyond the operational limits of what the system is expected to collect. The Commissioners all agreed that plugging materials blocking the private sewer service line that are pushed into the clean out structure do not automatically become the responsibility of the Commission and should have been removed by Mr. Norman's contractor hired to clear their sewer service line. It was agreed to write a letter to Jim Norman explaining the Commission's position, recommend that he instructs his tenants to discontinue flushing wipes and other items evident in his photos, and,

to have his contractor utilize the manhole cleanout to complete the clearing of his sewer service line should a backup happen again.

The Commissioners reviewed a proposal from The Philip H. Mathewson Companies, Inc. to replace a gate valve on the primary 14-inch diameter water main and pave the disturbed area at Church and West Main Street for the amount of \$10,700. This particular gate valve has been leaking and must be replaced prior to NHDOT's mill and pave operation for Route 149 scheduled for next year. Commissioner Dave Lewis motioned to approve the proposal. Commissioner Chris Sieg seconded the motion. All voted in favor.

The Commissioners reviewed quotes submitted to paint the trim at the water plant. The Commissioners decided to hold off on a decision at this time.

A discussion was held regarding hornets in the wastewater treatment plant. Commissioner Chris Sieg will go to the plant to evaluate the situation to see if it can be handled inhouse.

Hands-free options for the departments F350 and Ranger were reviewed as neither vehicle has a Bluetooth option. The Commissioners agreed to give the operators the choice of a Bluetooth car speakerphone or earpiece.

The Commissioners approved the purchase of 7 new uniform t-shirts for each of the operators.

A discussion was held regarding a recent inquiry of the use of an electric boat that can go 24mph on Loon Pond. The Commissioners will look into it when reviewing the Loon Pond ordinance later this year.

Commissioner Dave Lewis reported that he has reviewed current plans for the West Main Street sidewalk project submitted by Dubois & King. He stated that there are about 8 proposed catch basins that will be situated atop of the existing sewer alignment. All agreed to have Commissioner Dave Lewis contact Dubois & King to discuss as these conflicts cannot be accepted.

The Commissioners reviewed and authorized the following:

- 2021 AP Vouchers #8 W=\$7,686.43 S=\$12,361.60
- 4/8/2021 Meeting Minutes
- Timecards

Commissioner Chris Sieg motioned to adjourn the meeting. Commissioner Dave Lewis seconded the motioned.

All voted in favor.

Meeting adjourned 8:45 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by:

Date:

Peter Mellen

Chris Sieg

Dave Lewis  
Water and Sewer Commissioners