

Town of Hillsborough Water & Sewer Commission
February 28, 2023 Meeting Minutes

Meeting 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 the current West Main Street sidewalk project plans as they pertain to the water and sewer infrastructure in the area. It was noted that there is a section near the area 152 West Main Street of the project that the sewer main is not shown correctly on the plans and should be revised.
2. The Commissioners reviewed and signed a letter of support for the proposed workforce housing project at 219 West Main Street as request by Avanru Development representatives to be submitted with Avanru Development's ARPA funds application.
3. A discussion was held regarding the available Hillsborough County ARPA funds. It was agreed that an application for the Whittemore Street reconstruction project should be submitted for consideration. Commissioner Dave Lewis will meet with Laura Buono, Town Administrator, tomorrow to complete the application as the deadline for submittal is March 2, 2023.
4. Underwood Engineers' ESR 40 for the Whittemore Street reconstruction design was reviewed. The intent will be to accommodate future Park Place changes, but the anticipated 2024 reconstruction project will not likely extend that far south. Commissioner Dave Lewis motioned to authorize the Notice to Proceed for ESR 40 as presented. Commissioner Dana Clow seconded the motion. All voted in favor. Motion passed and the document was endorsed.
5. The topic of hydrant use was discussed. All agreed that hydrants are intended for fire protection only and not for general other discharge uses. It was noted that there is a current agreement in place with the Emerald Lake District to provide them with water for their challenged community well system. The process of filling water trucks from a designated hydrant is overseen by water department personnel. It was agreed that a policy should be drafted to address hydrant use and then implemented into the water ordinance for the Town of Hillsborough which is currently being updated. The group will continue working on this at future meetings.
6. The water treatment facility sand replacement project was discussed. The Commissioners will request Cody Boisvert, water operator, to attend the next meeting to review what needs to be done and the projected timeframe.
7. The Commissioners reviewed and authorized the following:
 - a. 2023 AP vouchers #4 water = \$9,627.35 & sewer = \$13,452.65
 - b. 2/9/2023 Meeting Minutes
 - c. Timecards

Commissioner Dave Lewis motioned to adjourn the meeting. Commissioner Peter Mellen seconded the motion. All voted in favor.

Meeting adjourned at 8:30 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