

Town of Hillsborough Water & Sewer Commission
August 22, 2023 Meeting Minutes

The meeting was called to order at 6:00 p.m. Present were Commissioners Peter Mellen and Dave Lewis; and Penny Griffin, Water and Sewer Administrator.

Also in attendance, Economic Development Committee (EDC) members, Kim Opperman and Susan White; and Cole Melendy and Dan Rochette of Underwood Engineers.

1. The EDC members stated that they were in attendance to ask the Commissioners how the EDC can help the Commission in expanding the sewer system capacity, i.e. help with grants, etc. as the EDC believes that sewer availability is a big factor in attracting commercial growth. Commissioner Peter Mellen advised them that they should review the Commissioners statement in the 2022 Town report as it details the current capacity issues.
 - a. A brief discussion focused on that the “big box” stores in Hooksett that includes Kohls, Home Depot and the Amazon distribution warehouse use septic systems for wastewater treatment. He further explained that the Commissioners, with cooperation of the Selectmen, are currently focusing on replacing defective sewer mains identified in the sewer asset management plan as having significant inflow and infiltration as removing the groundwater from the sewer process will gain more capacity. Also included will be providing separation of sump pump flows from the sanitary sewer to flow into new storm drains. The new NPDES permit issued to the wastewater treatment facility in 2019 was discussed; specifically, how the change from a 5-year rolling average to a 1 year rolling average affects the current available capacity.
 - b. Kim Opperman stated that he thought a design for a new plant should be completed so it is ready to implement when necessary. He asked how much a plant might cost? Commissioner Lewis offered an estimated ballpark cost of \$50M. The Commissioners explained that it would not be advantageous as technology and requirements are constantly changing. Susan White asked who decides on the long-term planning of sewer needs for the Town.
 - c. Commissioner Peter Mellen suggested that the Town would need to look at what they foresee for the future and where they believe the growth would be to decide the direction they would like to go. In the meantime, the Commissioners will continue to focus on sewer main replacements to gain more capacity at the existing wastewater treatment facility. The Commissioners reminded the EDC members that if there are ever any questions for the Commissioners to email them at their office and the Commissioners will respond. Kim Opperman and Susan White thanked the Commissioner for the information and their time.

6:30 pm Kim Opperman and Susan White left the meeting.

2. The group reviewed ESR 44 Hillsborough Heights Design Review submitted by Underwood Engineers for the review of the plans for the 84 units of workforce housing at 219 West Main Street. Cole Melendy will send a final copy to Penny Griffin on Wednesday, August 23 to be forwarded to Avanru for funds to be placed in an escrow account in order for the Commissioners to sign the Notice to Proceed with the review.
3. The group reviewed and discussed data collected for the ongoing local wastewater limits/headworks loading project.
4. Preliminary design information for the Park & Whittemore Street roadway-sewer-water reconstruction project was reviewed and discussed. Possible resolutions to Park Avenue sewer issues were discussed and whether there would be enough funds to address the issue in next year’s construction. It was decided that the Commissioners, with Cole Melendy and Dan Rochette, would meet with the Selectmen to review the design to date, discuss available funds and decide as a group how to move forward.

9:00 pm Cole Melendy and Dan Rochette left the meeting.

5. The Commissioners reviewed a Change of Use form for 83 Henniker Street. The applicant is changing the space from a 55-seat restaurant to a 90-seat restaurant. Commissioner Peter Mellen motioned to approve the Change of Use as submitted. It was noted that a backflow survey is not needed as the building water service line already has an RPZ backflow device that is tested bi-annually, nor is a grease trap as an automatic device is already installed. Commissioner Dave Lewis seconded the motion. All voted in favor.

6. The Commissioners reviewed and authorized the following:
 - a. 2023 AP Vouchers #16 W= \$21,920.32 & S= \$49,315.32
 - b. 8/10/2023 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 9:30 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen

Dave Lewis
Water and Sewer Commissioners