

**Town of Hillsborough Water & Sewer Commission
November 9, 2023 Meeting Minutes**

The meeting was 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 group reviewed correspondence from Underwood Engineers regarding their first review of Avanru's Hillsboro Heights 84-unit workforce housing application. The Commissioners identified the following items that they would like clarified in Underwoods review document:
 - On page 7 of the plans by Fieldstone Land Consultants PLLC submitted by Avanru with their application, note 3 states "Inspections shall be scheduled with at least 48 hours' notice to the Commission or Town Board"; the Commissioners require that during construction, a third-party Qualified Person must be retained by the Applicant to monitor water and sewer installation in accordance with the approved plans, HWSC standards, and NHDES rules. Selection of the third-party Qualified Person will be subject to the approval of the HWSC.
 - Avanru proposed a 2" blowoff valve at the end of the water main they intend to install; the Commissioners require a full-size hydrant for flushing purposes instead.

Penny Griffin will forward the Commissioners comments to Underwood Engineers and request an updated document that can then be forwarded to Avanru and Fieldstone Land Consultants, the preparer of the submitted plans, for them to review and provided all requested information needed to complete their application.

2. A discussion was held regarding 219 West Main Street old water and sewer service connections. The property has been sold and is currently applying for new service connections for the workforce housing project. The old service connections will not be in use and have been discontinued as new larger connections are required and new service fees will be charged for new service connections. Commissioner Dave Lewis motioned to abate the current bills and discontinue future quarterly billing for the old service lines. Commissioner Dana Clow seconded the motion. Commissioner Peter Mellen abstained. Motion passed.
3. The group reviewed NHDOT's proposed 2024 paving and how it impacts water and sewer infrastructures. The proposal to continue paving from where they left off on Route 202 in Hillsborough and continuing to Antrim will only impact water infrastructure. Penny Griffin will have Cody Boisvert provide the required information and forward it to NHDOT.
4. The Commissioners reviewed and authorized the following:
 - a. 2023 AP Vouchers #20 W= \$37,938.85 & S= \$32,460.58
 - b. 2023 4th Issue Billing Warrants Water H - \$162,457.56, Water D - \$3,150.94, and Sewer - \$263,968.06
 - c. 10/24/2023 Meeting Minutes
 - d. Timecards

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

Meeting adjourned at 9:00 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen

Dave Lewis

Dana Clow
Water and Sewer Commissioners