

**Town of Hillsborough Water & Sewer Commission**  
**February 5, 2024 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.

Also in attendance was Leigh Bosse to discuss the possibility of connecting municipal water to his proposed Myrtle Street detached condominium development and the possibility of connecting both municipal water and sewer to his proposed detached condominium workforce housing Preston Street development.

1. The group reviewed Mr. Bosse's requests. The Commissioners agreed that connecting the proposed Myrtle Street development would be a good idea. The Commission would likely request an easement should the development be connected.

Regarding connecting the proposed Preston Street development, the Commissioners stated that there may be a need for off-site sewer improvements to handle the proposed usage. The Commissioners agreed that an evaluation should be done at Mr. Bosse's cost. The Commissioners requested that Mr. Bosse send his documents via email to Penny Griffin to be forwarded to Underwood Engineers to get a proposal from them to complete an evaluation of what would be needed to connect the proposed development to the existing system. Mr. Bosse agreed to the recommendations and stated he would forward the information.

6:30 pm Leigh Bosse left the meeting.

2. The Commissioners reviewed a Change of Use application for 51-57 School Street. The Commissioners noted that the proposed change of use would require new water and sewer service lines to be tapped into the system to sufficiently handle the requirements of 2 buildings of 4-unit 2-bedroom townhouses. The application was approved as submitted with the following conditions:
  - The applicant provides new 6" sanitary sewer services to each building.
  - The applicant provides new 2" copper or CTS water services to each building.
  - To accommodate future individual unit sales, separate meters need to be installed. Two are provided free of charge; applicant must purchase 6 other units from HWS.
3. Quotes obtained for generators for the West Main Street pump station were reviewed. Commissioner Dave Lewis motioned to accept the quote from Cote Electric LLC to purchase and install a Generac 80kW propane fueled generator in the amount of \$43,900. Commissioner Dana Clow seconded the motion. All voted in favor.

Penny Griffin stated that she is in the process of obtaining quotes regarding the following items related to the replacement of the failed West Main Street pump station generator:

- To remove the existing generators buried fuel tank, and
- To install a new propane tank and piping

The Commission will review quotes received for these items at a future meeting.

The Commissioners signed a letter to the Trustees of Trust Funds requesting to

preauthorize the use of Sewer Emergency Capital reserve funds up to the amount of \$75,000 in the following expenses for the replacement of the failed West Main Street pump station generator:

- Buried fuel tank removal \$TBD
- Rental Generator (6 months) \$19,510.00  
(There is 20-24 week lead time for new generator)
- New propane generator \$43,900.00  
(50% deposit to order & remainder upon start-up)
- New propane tank, installation & piping \$TBD

4. A discussion was held regarding the Sunny Ridge sewer easement washout. Commissioner Dave Lewis advised that he has been obtaining quotes for materials for the proposed alternative to install a steel beam to be founded on precast concrete pads on either side of the erosion gully to support the sewer pipe which will be encased with pipe insulation and attached to the steel beam with pipe hangers. Commissioner Peter Mellen stated that he has spoken with Gary Edwards of Eugene Edwards & Son Excavation who has agreed to do the proposed work. A discussion was held regarding the placement of rip rap needed to avoid future wash out. All agreed that rip rap will need to be placed on the sides and bottom of the washout area under the exposed sewer main. Commissioner Mellen will meet with Gary Edwards to ensure he has the appropriate equipment to move the steel beam into place and install the rip rap. The Commissioners asked Penny Griffin to order the concrete pads and the pipe insulation.
5. Commissioner Dana Clow motioned to schedule a public hearing on Tuesday, February 27, 2024, at 6:00 pm at the Hillsborough Fire Department meeting room, 13 Central Street to consider an amendment to the Hillsborough Sewer Ordinance §181 to establish a System Development Charge for all new and expanded uses. Commissioner Dave Lewis seconded the motion. All voted in favor.
6. Commissioner Peter Mellen presented some pictures showing overhanging branches on one of the Jefferson Drive sewer easements as an example of the size of branches that need to be cleared. All agreed that the branches could potentially be trimmed by HWS personnel with a pole saw. Pole saw information will be reviewed and discussed at a future meeting as well as a policy for cross country easement inspections.
7. The Commissioners reviewed and authorized the following:
  - a. 2024 AP Vouchers #3 W= \$75,694.73 & S= \$14,705.37
  - b. 2024 Lien Warrant \$174,042.00
  - c. 1/23/2024 Meeting Minutes
  - d. Timecards
  - e. Letter to Trustee of Trust Funds requesting preauthorization of \$45,000 from the Sewer System Improvement Capital Reserve for the design of the improvements to the Park Avenue sewer.

Commissioner Dave Lewis motioned to adjourn the meeting. Commissioner Dana Clow 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