

Town of Hillsborough Water & Sewer Commission
February 27, 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 present were Janet and Chris Sieg.

Commissioner Peter Mellen opened the public hearing at 6:00 p.m.

The Sieg's stated that they were there in support of the implementation of the System Development Charge for new users and expanded service requests as presented by the Commissioners.

6:20 pm Janet and Chris Sieg left the meeting.

Whereas there were no other community members present at the moment for the public hearing, the Commissioners decided to move forward with other business but leave the hearing open in case there were late arrivers who would like to speak.

1. Quotes from Vaillancourt Fuels to remove a buried fuel tank at the West Main Street pump station and install a propane tank (separate quotes for an above ground propane tank and another for a buried propane tank) for the new generator were reviewed. All agreed that they would like to have Paul Dutton's input on the proposals. They will continue discussions at the next meeting when Paul Dutton is in attendance.
2. The Commissioners reviewed a quote from Vaillancourt Fuels to install a wall furnace, piping and propane tank at the Bible hill reservoir sampling shed for the amount of \$2,675. Commissioner Dave Lewis motioned to accept the quote as presented. Commissioner Peter Mellen seconded the motion. All voted in favor.
3. Commissioner Dave Lewis will meet with Alex Mellen this week to go over the installation of the sewer main insulation at the Sunny Ridge easement washout area.
4. A discussion was held regarding the postponement of the workforce housing sewer main testing on Wednesday, February 28, 2024. After Penny Griffin sent the information out to the Commissioners regarding the scheduled testing date, it was brought to her attention by Commissioner Dave Lewis that per Env-Wq 704.06 (d):

“All plastic sewer pipe shall be visually inspected, and deflection tested not less than 30 days nor more than 90 days following installation.”

Per project inspection report #14 the date the sewer was completed being installed was February 12, 2024, making the earliest date for deflection testing being March 14. Therefore, the testing was postponed and needs to be rescheduled.

5. The Commissioners reviewed the NHDES Designation of Authorized Representative, Operator in Responsible Charge (OIRC) and Back-up OIRC for Permitted Wastewater Treatment Plants form. The Commissioners noted that Paul Dutton is to be listed as the OIRC and Cody Boisvert is to be listed as the back-up OIRC. Dana Clow motioned to assign Penny Griffin as the Authorized Representative. Commissioner Peter Mellen seconded the motion. All voted in favor.
6. The group reviewed correspondence from Jake Stoddard of Underwood Engineers regarding easements for the proposed Park Avenue sewer main improvements. Commissioner Peter Mellen will contact Jake to discuss and get clarifications.

Commissioner Peter Mellen closed the public hearing at 7:15 p.m.

7. Commissioner Dave Lewis motioned to adopt and implement the revised Town Code §181-6 as presented in the public hearing and written below effective 2-27-2024:

§ 181-6 Building sewers and connections.

A. No person(s) shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining written permission from the HW&SC.

B. A System Development Charge (SDC) for new users and expanded service will be paid at the time of application for service. The charge will be \$6.71 per gallon per day (gpd) of estimated flow for the specific use or expansion proposed as listed in Table 1008-1, Unit Design Flow Figures, in Section Env-Wq 1008.03 (c) and (d), of the New Hampshire Code of Administrative Rules, Chapter Env-Wq 1000, Subdivision and Individual Sewage Disposal System Design Rules, effective 2-9-08, or as revised. The SDC for expanded service shall be calculated based on the difference between the existing estimated flow and the expanded estimated flow as listed in Table 1008-1. The owner(s) or his agent shall make application on a special form furnished by the HW&SC at least 30 days prior to said service connection. The permit application shall be supplemented by any plans, specifications, or other information (including pollution prevention studies) considered pertinent in the judgment of the HW&SC. In addition to the SDC, an inspection fee of \$100.00 for new service connections shall be paid to the HW&SC at the time the application is filed.

C. All costs and expenses incidental to the installation and connection of the building sewer shall be borne by the owner(s). The owner(s) shall indemnify the HW&SC from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

D. A separate and independent building sewer shall be provided for every building, except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway. In such cases, the front building sewer may be extended to the rear building and the whole considered as one building sewer, but the HW&SC does not and will not assume any obligation or responsibility for damage caused by or resulting from any such single connection.

E. Existing building sewers may be used in connection with new buildings only when they are found, on examination and test by the HW&SC, to meet all requirements of this chapter.

F. The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, the placing of the pipe, jointing, testing, and backfilling the trench shall all conform to the requirements of the building and plumbing code or other applicable rules and regulations of the HW&SC and DES rules Env-Ws 700. [Note: Said rules were redesignated to Env-Wq 700.] In the absence of code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the American Society for Testing and Materials (ASTM) and Water Environment Federation (WEF) Manual of Practice No. FD-5 shall apply.

G. During construction of a new sanitary sewer, the HW&SC may construct the service connections for existing buildings to the curb or the property line or the edge of a right-

of-way. Construction of the building sewer, including connection to the structures served, shall be the responsibility of the owner of the improved property to be connected; and such owner shall indemnify and save harmless the HW&SC, its officers, and agents from all loss or damage that may result, directly or indirectly, due to the construction of a building sewer on his premises or its connection to the service connection. The owner shall thereafter be obligated to pay all costs and expenses of operation, repair and maintenance, and of reconstruction, if needed, of the building sewer and service connection.

H. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sewage conveyed by such building drain shall be lifted by an approved means and discharged to the building sewer at the owner's expense.

I. No person(s) shall make connection of roof downspouts, interior or exterior foundation drains, areaway drains, or other sources of surface runoff or groundwater to a building sewer or building drain that in turn is connected directly or indirectly to a public sanitary sewer.

J. No person shall obstruct the free flow of air through any drain or soil pipe.

K. The connection of the building sewer into the public sewer shall conform to the requirements of the building and plumbing code or other applicable rules and regulations of the HW&SC or the procedures set forth in appropriate specifications of the ASTM and the WEF Manual of Practice No. FD-5. All such connections shall be made gastight and watertight and verified by proper testing. Any deviation from the prescribed procedures and materials must be approved by the HW&SC before installation.

L. The applicant for the building sewer permit shall notify the HW&SC when the building sewer is ready for inspection and connection to the public sewer. Such notice shall be provided not less than 48 hours in advance of the time any connection is to be made to any public sewer. The connection and testing shall be made under the supervision of the HW&SC or its representative. This requirement shall also apply to repairs or alterations to building connections, drains or pipes thereto.

M. Suitable provisions shall be made at the point of connection for testing, which responsibility shall rest with the holder of the sewer connection permit.

N. No building sewer shall be covered until it has been inspected and approved by the HW&SC or designee. If any part of building sewer is covered before being inspected and approved, it shall be uncovered for inspection at the cost and expense of the owner of the improved property to be connected to the public sewer.

O. The HW&SC shall maintain a record of all connections made to public sewers and drains under this chapter and all repairs and alterations made to building connections or drains connected to or discharging into public sewers and drains of the HW&SC or intended to so discharge. All persons concerned shall assist the HW&SC in securing the data needed for such records.

P. All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the HW&SC at the expense of the owner.

Q. Proposed new discharges from residential or commercial sources involving loadings exceeding 5,000 gallons/day, any new industrial discharge, or any alteration in either flow or waste characteristics of existing industrial wastes that are being discharged into the POTW must be approved by DES. Such approvals shall be obtained in accordance with § 181-34 of this chapter.

Commissioner Dana Clow seconded the motion. All voted in favor.

8. The Commissioners reviewed and authorized the following:

- a. 2024 AP Vouchers #4 W= \$22,431.41 & S= \$76,497.92
- b. 2024 1st Issue Billing Warrants Water H - \$156,030.90, Water D - \$1,658.66, Sewer - \$257,722.91
- c. 2/5/2024 Meeting Minutes
- d. Timecards

Commissioner Dana Clow motioned to adjourn the meeting. Commissioner Dave Lewis seconded the motion. All voted in favor.

Meeting adjourned at 8:00 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