

Town of Hillsborough Water & Sewer Commission
May 28, 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 were Steve Criner, owner of 73 Union Street, and Cole Melendy of Underwood Engineers.

1. Steve Criner was in attendance to discuss the recent installation of a trailer at 73 Union Street that was connected to the water service at his home, 74 Union Street, Deering. Mr. Criner gave a brief account of the need to install the trailer on the property abutting his for his father, which lies in the Town of Hillsborough. He explained that his original plan was to connect water service for the new mobile home to an existing well on the property, however, when it came time to connect the trailer to the well the plumber advised against it as it is a hand dug well and the water quality can be questionable. Mr. Criner stated that at that point his father was homeless and therefore he made the decision to connect a water service line to the trailer from his home which is connected to the Hillsborough water system. Commissioner Dave Lewis asked if the trailer is to be a permanent structure. Mr. Criner stated that he does not intend it to be permanent; it is a residence for his ailing father. Mr. Criner stated that the temporary status was also discussed as part of the Zoning Board variance. The Commissioners agreed to allow the interconnection by granting a waiver of ARTICLE IV Owner's Service Pipe Connections § 223-8 Separate connections required – which reads:

Except as otherwise provided in this chapter, each improved property shall be connected separately and independently with a service pipe. Grouping of more than one improved property on one service pipe shall not be permitted, except under special circumstances and for good reasons or other good cause shown, but then only after special permission of the Commissioners, in writing, shall have been secured and subject to such rules, regulations and conditions as may be prescribed by the Commissioners.

The Commissioners stated that the waiver will be conditioned with a 5-year sunset provision or when the property is sold; whichever comes first. If the trailer is still in use at the 5-year sunset, Mr. Criner will need to petition the Commission for a waiver extension. If the property is to be sold, the trailer would be required to be disconnected from 74 Union Street, Deering, and a new water service application will be required to connect to the Hillsborough water system with a dedicated service line.

The Commissioners stated that the waiver will need to be drafted, reviewed by legal counsel and recorded at the New Hampshire Registry of Deeds with all costs to be borne by the landowner.

Steve Criner agreed with the Commissioners decision and thanked them for working with him.

6:30 pm Steve Criner left the meeting.

2. Cole Melendy of Underwood Engineers provided updates and discussed the following projects:

- a. The 2022 and 2023 Wastewater Collection System O & M reports are complete and ready to be submitted to NHDES.
- b. The Allowable Headworks Loading draft memo was reviewed and discussed. Topics included:
 - changing the current allowable headworks loading limits format from milligrams per liter (mg/L) to pounds per day (lbs/day)
 - resampling in August to verify residential average loading from the south part of Town that flows through the inverted siphons under the Contocook River to confirm what could be available for industrial permit holders
 - possible ways to increase allowable loadings in the future which could include water system corrosion control or WWTF chemical feed sensitivity for removal

The Commissioners agreed with Underwoods recommendations. Underwood will finalize and issue their memo and sample again in August as discussed.

- c. The Park and Whittemore Street project status was reviewed and discussed. A Wetlands permit application and Dredge and Fill permit application for NHDES were given to the Commissioners to obtain appropriate signatures. Once signed the permits will be submitted to NHDES for review.

Cole Melendy stated that the 90% project design plans have been submitted to NHDES wastewater bureau for review. He expects the review to take about 90 days.

The plans also need to be sent to Tom Willis at the NHDES Drinking Water Bureau for review. Cole Melendy will submit them to him for review.

Required easements were discussed. Underwood Engineers will draft the easements and send them to the Commissioners for review.

The current project cost estimate was discussed. Commissioner Dave Lewis asked Cole Melendy to quality control check the plans and cost estimate, with specific attention to the roadway components to be used as there seems to be a discrepancy on the existing cost estimate.

The updated project schedule was reviewed. The project is expected to go out to bid September 2024

- d. Cole Melendy stated that he had hoped to have the water regulation update project draft available for the meeting tonight, but it is not ready yet. He hopes to have it within the next month.
- e. An Engineering Services Request (ESR) was requested for Underwood to develop an O & M manual for the WWTF. Cole Melendy will follow up with Paul Dutton regarding the specifics.

- f. The water asset management project was discussed. Penny Griffin expressed frustration with the lack of training for the ArcGIS program. It was agreed that Hillsborough's updated maps need to be uploaded to the system with all the collected data and have Underwood provide basic training in how to efficiently operate the software and add features to the system database

The Commission also discussed how the delay of the rate study portion of the asset management project has impacted the water system budget. The Commission advised that a rate increase is necessary in 2024 to cover increased system costs without any further delay therefore, getting this information is vitally important. It was agreed that the rate study information needs to be submitted to the Commissioners in July for review in order to implement the appropriate increase for the August billing.

Penny Griffin advised that the grant extension paperwork has been submitted to NHDES with an expectation that the water asset management program scope will be completed by December 2024.

- g. A discussion was held regarding the upcoming meeting with the Selectmen to discuss complaints by Avanru and the Hillsborough Heights project. Cole Melendy opined that he felt the Commissioners were more than generous allowing the developers engineer to be the 3rd party inspector. The group reviewed standard contract NHDES General Conditions regarding what is expected for oversight of a similar project.

9:15 pm Cole Melendy left the meeting.

3. Water and Sewer New Service applications for 140 Henniker Street were reviewed.

The Sewer New Service application is for a commercial 10,640 sq. ft. dry goods retail store with 3 employees. The Commission determined the proposed total projected flow in gallons per day per Table 1008-1, of the New Hampshire Code of Administrative Rules, Chapter Env-Wq 1000 to be 532 GPD and calculated the SDC to be \$3,569.72. The Commissioners approved the New Sewer Service application with the following conditions:

- a. The existing sewer stub to the property must be video inspected for condition and viability in the presence of water & sewer personnel
- b. Payment of the \$3,569.72 SDC and \$100 new service inspection fee

The Water New Service application requested a new 1" domestic commercial service. The Commissioners approved the New Water Service application with the following conditions:

- a. The curb stop must be installed within the right of way of Henniker Street
- b. Coordinate tapping of the water main with HWSC water personnel
- c. Payment of the \$7,500 new service permit fee

4. A Sewer Change of Use/Occupancy applications for 29 West Main Street was reviewed. Per the May 9 meeting, the Commission determined the proposed change total projected flow in gallons per day per Table 1008-1, of the New Hampshire Code of Administrative Rules, Chapter Env-Wq 1000 to be 470 GPD (150 GPD/hairdresser chair = 300; 75 GPD/barber chair = 150; and 20 GPD/employee).

The Commissioners determined the total proposed change of use increase to be 240 GPD (470 GPD total requested less 230 GPD – current approved usage for the property) and calculated the SDC to be \$1,610.40. The application was submitted with the \$1,610.40 fee. The Commissioners approved the application as submitted.

5. A Water New Service application for a new home at 212 Bible Hill Road was reviewed. The application is for a 1” domestic residential service to be tapped on the 16-inch transmission main. The application was submitted with the \$2,500 service permit fee. The Commissioners approved the application with the condition to coordinate tapping of the water main with water personnel.
6. The Commissioners reviewed and authorized the following:
 - a. 2024 AP Voucher #10 W= \$ 17,847.69 S= \$ 29,527.55
 - b. 2024 2nd Issue Billing Warrants Water H - \$166,066.29, Water D - \$1,943.72, Sewer - \$257,756.82
 - c. 5/9/2024 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 10:00 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