

**Town of Hillsborough Water & Sewer Commission**  
**July 11, 2024 Meeting Minutes**

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

1. The Commissioners reviewed a Planning Board application for 219 West Main Street and commented:
  - a. New service applications with applicable fees need to be submitted for both the water and sewer as Planning Board approval does not include water and sewer approval
    - o The fee for the water application will be \$7,500
    - o The SDC for the sewer application will be \$3,489.20
      - 1008-1 Category - Table food service – cafeteria or table service paper + toilet & kitchen waste 20GPD/seat plus 20GPD/employee

The application states they will have 22 seats (22x20=440 GPD) and 2-4 employees (4x20=80 GPD) 440+80=520 GPDx\$6.71=\$3,489.20
  - b. An automatic grease trap will need to be installed. The Planning board application plans note 14 states “A grease interceptor shall be installed inside the building, see architectural plans for size and location”; the architectural plans need to be included with the full set of plans with the water and sewer applications
  - c. A backflow survey will need to be performed by the Commission’s certified backflow representative to determine the proposed use level of hazard and type of backflow that may be required. If it is determined that a testable backflow is required, the owner will be notified of the device that must be installed. Once installed, the device must be inspected and tested by the Commission’s authorized backflow professional prior to the Certificate of Occupancy being issued. The fee for the inspection and test is \$100.
  - d. The plans indicate that they will be installing a 1 ¼” water service line for Aroma Joes. The water specifications specifically state, “No 1 ¼” Services will be accepted”. The size of the water service line must be changed to a 1” service line prior to submitting application to the Water Commission for the Aroma Joes connection.
  - e. As we do not own those mains in the development, the water and sewer department will not be doing the actual taps to the main; however, per regulations, water and sewer personnel is required to be on-site when the connection is being done for inspection purposes. The fee for inspections is \$100 each.
  - f. The plans show that water and sewer stubs will be installed for that top lot parcel, northerly of SMH-5, of the subdivided lot. To our knowledge stubs for both water and sewer were installed for the whole lot (prior to subdivision) when the main was constructed, therefore, no other stubs will need to be installed. A copy of the area from the final approved water and sewer plans for the Hillsborough Heights development is attached for reference.
2. The group continued, from a previous meeting, the discussion regarding the need to increase water rates. Commissioner Dana Clow motioned to increase the water rates 25% with the base rate to be \$92.00 beginning with the May 2024 billing. Commissioner Dave Lewis seconded the motion. Motion passed.

2. Water and Sewer Change of Use/Occupancy applications for 2 West Main Street unit 3 were reviewed.

The Commissioners approved the Water Change of Use application as submitted with the condition that a backflow survey of the building must be completed.

The Sewer Change of Use/Occupancy applications for 2 West Main Street unit 3 was reviewed. The Commission determined the proposed bakery category on the Table 1008-1, of the New Hampshire Code of Administrative Rules, Chapter Env-Wq 1000 to be "Food Service – cafeteria or table service, paper service, plus toilet and kitchen waste 20 GPD/seat plus 20 GPD/employee".

The application states there will be 14 inside seats and 2 outside/seasonal seats (15 total seats, as § 181-51 (4) states "...*Seats used seasonally, seasonally being defined as in use for no more than 7 months a year, shall be billed at one half the normal seat rate.*" and 3 employees.  $15 \text{ seats} \times 20 \text{ GPD} = 300 \text{ GPD} + 3 \text{ employees} \times 20 \text{ GPD} = 60 \text{ GPD}$   
TOTAL projected flow for the bakery = 360 GPD

The Commissioners determined the total proposed change of use increase to be 318 GPD (360 GPD total requested less 42 GPD – current approved usage for the space) and calculated the SDC to be \$2,133.78. The Commissioners approved the application conditional upon payment of the SDC and the installation of an automatic grease trap.

3. The Commissioners reviewed and authorized the following:
  - a. 2024 AP Voucher #13 W= \$ 24,442.14 S= \$ 19,994.78
  - b. Timecards

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

Meeting adjourned at 6:45 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by:

Date:

Dave Lewis

Dana Clow  
Water and Sewer Commissioners