

Town of Hillsborough Water & Sewer Commission
April 10, 2025 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. Commissioner Peter Mellen advised the group that Ernie Butler, Highway Foreman, has approached him to request that the drainage pipe and structures being replaced as part of the Park and Whittemore Street project be saved for him for reuse. A discussion was held regarding what that would entail and what the possible costs associated might be. The Commissioners decided that whereas this is a drainage aspect and the Town's responsibility, , that Ernie Butler should contact Dan Rochette at Underwood Engineers to discuss his request and how that may affect the drainage component cost of the project. Penny Griffin will email Ernie Butler and Laura Buono with Dan Rochette's contact information.
2. The group discussed the pre-bid meeting that was held Wednesday, April 9th. No action needs to be taken.
3. Commissioner Dave Lewis reported that he met with Paul Dutton, WWTF Operator, on Monday, April 7 to discuss the plan progress to replace the blowers in the Wastewater Treatment Facility. Paul Dutton informed Commissioner Lewis that he is working with John Hart of Russell Resources who deals with Inovair blowers to prepare an estimate. The estimate will not include installation. Mr. Hart has provided Paul Dutton with the name of a company who has installed these blowers for another location and Paul will be contacting them for an estimate. Commissioner Lewis stated that he asked Paul Dutton to also contact RH White for an estimate. Commissioner Lewis noted that the project will also need duct work and coordination with EII for re-connections of the SCADA system to any new blowers. Updates will be discussed at future meetings.
4. Penny Griffin reported to the Commissioners that the non-compliant grease trap at 5 Henniker Street has been resolved. A new automatic grease trap has been installed, then inspected by Paul Dutton. The group discussed the outstanding \$500 fine for the violation. Commissioner Dana Clow motioned to waive the \$500 fine as the customer has installed the appropriate device. Commissioner Dave Lewis seconded the motion. All voted in favor.
5. A discussion was held regarding the collapse of the gazebo at 166 County Road into Loon Pond. The Commissioners reviewed and approved a letter to be sent by the commission's attorney to the property owner advising them they have 90 days to remove the gazebo debris without any further regulatory action. Town Code 160-8 M applies, since the gazebo is more than 50% destroyed rendering it

unusable, the property owners cannot reconstruct the gazebo without appropriate municipal approvals.

6. A follow-up discussion regarding the water plant's 1990 John Deere compact utility tractor was held. Penny Griffin reported that they just missed listing the tractor at the NH State surplus auction as they are closed April 10 - April 23 for their online auction blowout. Penny Griffin will reach out to them to inquire about listing the tractor at their next auction.
7. A follow-up discussion was held regarding the purchase of a vehicle to replace the 2008 Ford Ranger. Penny Griffin reported that the operators stated that a truck with an 8-foot bed would be more beneficial to them than a Ranger as some of the tools are long. Penny provided information on available vehicles that the operators had been gathering over the last week. The Commissioners reviewed the information. Commissioner Dave Lewis questioned if they should also look at Certified Pre-Owned trucks as an option. Penny Griffin will recontact Dennis Roberts of Hillsborough Ford to ask if they have any in-stock vehicles that fit the criteria or if he can get something. Penny Griffin will also reach out to the dealerships that have provided information to the operators to ask if there is a municipal discount available and what that would be. The group will continue discussions at a future meeting.
8. The Commissioners reviewed and authorized the following:
 - a) 2025 AP Voucher #7 W= \$18,429.73 S= \$44,781.03
 - b) March 25, 2025 meeting minutes
 - c) Timecards
9. The group reviewed draft changes to the water rate ordinance and a draft schedules of water rates sheet. They also reviewed and included recommendations provided by the commission's attorney. Some topics discussed were:
 - a. Private Fire Suppression system service lines to be billed quarterly by the size of the service pipe
 - b. Water main extensions and applicable fees
 - i. Distinct from service line approvals and fees
 - ii. A fee of \$1 per linear foot of the extension is to reimburse the Commission for administrative, minor operator inspections, and other costs associated with application and construction of the mainline – not to include engineering review, legal, and 3rd party monitoring and/or operator overtime which will be charged separately; and,
 - iii. Extensions ownership
 - c. Will serve letters valid for 2 years

Penny Griffin will make the adjustments discussed at the meeting.

The group discussed the hearing schedule required to implement these changes prior to the May billing event. The Commissioners agreed to hold the hearing on the proposed changes at the beginning of their May 8 meeting. Penny Griffin will coordinate for the public notice to publish in the April 18th issue of The Messenger to comply with the requirements set forth in Town Code 223-5.

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

Meeting adjourned at 8:40 pm.

Respectfully submitted,

Penny Griffin, Administrator
Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen, Chairman

Dana Clow

Dave Lewis
Water and Sewer Commissioners