

Town of Hillsborough Water & Sewer Commission
July 22, 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. The group discussed the status of the Park & Whittemore Street project.

The agreement has been signed by Selectman Jim Bailey and mailed to Park Construction for their signature.

The pre-construction meeting has been set for Thursday, July 31 and the public information meeting has been scheduled for Tuesday, August 5. Commissioner Clow asked if the Fire and Police Chief's are expected to attend the pre-construction meeting. Penny Griffin stated that she has emailed them both directly with the meeting information.

The public information meeting flyer has been sent to Laura Buono for the Selectmen to review and comment. The public information meeting notice will be hand delivered to properties within the project area on Wednesday, July 30.

2. The Commissioners reviewed a Planning Board application for 3 Henniker Street requesting to convert a retail space into a restaurant with 40 inside seats and 20 outside seats. The Commissioners commented that the applicant will need to submit Change of Use applications for both water and sewer services and highly recommended that the applicant meet with the Commissioners to discuss the details of his proposal in order to accurately determine what will be needed for water and sewer.
3. The Commissioners reviewed a Planning Board application for 39 School Street requesting to open a home business motorcycle repair shop where he will service one motorcycle at a time by appointment. The Commissioners determined that it would have no impact on water or sewer and therefore, had no comment for the Planning Board application.
4. Water and Sewer Change of Use/Occupancy applications for 69A West Main Street were reviewed. The Commissioners approved both the Water and Sewer Change applications as submitted without any conditions as the space is currently approved as a dry goods retail space and per the application, is to remain a dry goods retail business.
5. A follow-up discussion was held regarding the collapse of the gazebo at 164 County Road into Loon Pond. They discussed the section of the Loon Pond ordinance addressing grandfathered uses:

"M. Grandfathering of existing land uses shall be subject to the following: Existing uses as of the date of enactment of this section may be continued by the landowner; such continued use shall be subject to any other rules which may limit the continuance of an existing use. If a change in use occurs or an expansion is proposed, the rule requirements must be met. A change in use shall include, but is not limited to, a change from seasonal to year-round use, higher intensity of campsites, units or domestic farm animals. Discontinuance of a grandfathered use for two consecutive years shall result in the termination of any/all grandfathered rights. An owner of a completely destroyed property shall not be entitled to the protections of this section. Any destruction of more than 50 percent of the property or destruction which renders the property unusable for a period in excess of 12 months shall render the property completely destroyed. The intent of these rules, to improve and maintain protection of Loon Pond, shall be considered at all times."

The Commissioners agreed that the gazebo was destroyed, and any replacement or relocation must meet the setback requirements, so while they have placed it in its original location, it was more than 50 percent destroyed, is no longer grandfathered and is therefore in violation of the ordinance.

The Commissioners agreed to have their Attorney draft a letter stating this and requiring that the gazebo debris be entirely removed from the building setback area, which is 200 feet from the shoreline. Otherwise, they are in violation of the ordinance and subject to the \$50 per day fine, which will be levied after a date listed in the letter.

Penny Griffin will forward the request to the Attorney.

6. The Commissioners reviewed and discussed a proposal from Vortex to repair the three (3) areas noted that had "gusher" infiltration in the CCTV reports from Vortex's most recent sewer main cleanings and video inspection.

The Commissioners asked Penny Griffin to find out the following information from Vortex regarding the proposed point repairs:

- How thick is the liner?
- How long does a liner last?
- Can you line a 6" line?
- Are point repairs UV or steam cured?
- How long can you hold back sewer in order to complete a point repair?

Commissioner Mellen also requested that Penny Griffin ask Operator, Paul Dutton, his input on lining 6" lines.

After discussions and review of plans, the Commissioners instructed Penny Griffin to have Paul Dutton, Wastewater Operator, obtain quotes to excavate the three individual areas to make the repairs so the Commissioners can compare pricing to make the best decision on how to move forward with the repairs.

7. Commissioner Peter Mellen asked if any other proposal to repair the area of a sewer easement off Bible Hill that has been washed out have been received. Penny Griffin stated that she has not received any. The Commissioners will continue discussion at the next meeting.
8. The Commissioners reviewed and authorized the following:
 - a) 2025 AP Voucher #14 W= \$12,832.61 S= \$23,648.43
 - b) July 10, 2025 meeting minutes
 - c) Timecards
9. The Commissioners reviewed and authorized ESR 54 from Underwood Engineers for annual engineering services for OSRAM IDR Application Review \$3,950.
10. Commissioner Dave Lewis asked if there is an update on the delivery of the Wastewater Treatment facility blowers. Penny Griffin stated she has had no new updates. The Commissioners asked Penny Griffin to have Paul Dutton request an update as we will need to coordinate with RH White to be here to unload them when they are delivered.
11. Penny Griffin reported that Utility Service Co., Inc. will be at the Wastewater Treatment Facility the week of August 11 to make the repairs to the unsatisfactory work done on the contact tank lining last year.
12. The group discussed a bill from Henniker Septic. The bill was for service requested to pump a manhole while the new sewer services connections were done at 51 and 57 School Street. When the appointment was made the service was reserved for 8 hours as connecting the two services was expected to take about that long. On the day the service connections were getting done the contractor began digging to be ready when Henniker Septic arrived, however the contractor accidentally dug into the sewer main and Cody Boisvert, Water Operator, decided to make the connection of the new sewer service for 57 School Street at that time as part of the repair. No pumping ended up being required for this connection. During the repair/connection, Henniker Septic arrived. When the contractor went to locate the sewer stub for 51 School Street, it was found that the existing service line is a 6" service line and therefore, no new connection was needed. Henniker Septic's services were not needed for either connection; they left after being onsite for about an hour.

Henniker Septic noted these facts on their invoice and reduced their full day charge, \$1,200, to a half day charge, \$600. The Commissioners noted that typically the property owner is billed for these charges. Commissioner Mellen suggested offering to split the bill with the property owner. The other Commissioners agreed. Penny Griffin will contact the property owner and discuss the proposal with him.

13. The Commissioners discussed proposed water ordinance revisions. Commissioner Dana Clow will review other ordinances for wording examples regarding extension of water mains. Commissioner Peter Mellen will review comments from the ordinance revision hearing and draft potential changes. The group will continue to review and update proposed changes to the water ordinance at future meetings.

Commissioner Dave Lewis motioned to adjourn the meeting. Commissioner Peter Mellen seconded the motion. All voted in favor.

Meeting adjourned at 8:20 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