

**Town of Hillsborough Water & Sewer Commission**  
**January 23, 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 was Carl Erickson of 9 Park Place and Albert Young Jr. of 44 Henniker Street to discuss the design elements and easements needed for the proposed sewer system improvement that would flow down Park Place and connect to the system along Henniker Street.

1. The group reviewed and discussed the updated design plans for the proposed Park Place to Henniker Street sewer main. The following items were noted to be addressed in the preparations of easement documents:

By Carl Erickson:

- An aluminum fence – Mr. Erickson stated that the fence should be able to come apart to remove and restore;
- A wood fence – remove and restore;
- Inground pool – not interested in keeping; would like the concrete broken up and excess material from the construction can be used to fill the demolished pool in;
- Deck Steps - remove and store;
- Concrete step foundation - remove and store the existing concrete step foundation (includes their kid's handprints, etc) provide granite slab as replacement;
- Garage – Mr. Erickson will notify the Commissioners at a later date how he would like the garage handled.

By Albert Young Jr.:

- A large rock in driveway – remove;
- Large Cedar tree on the boundary of Mr. Ericksons and Mr. Young's property – okay to remove;

Mr. Young requested advance notice of construction dates to allow his tenants to find alternative parking on those days.

The Commissioners thanked them for their input and advised them they will be creating easement documents to review with them for approval at a later date.

6:50 pm Carl Erickson and Albert Young Jr. left the meeting.

2. The Commissioners reviewed a Change of Use application for 17 West Main Street. The Commissioners noted that the change of use from a 65-seat restaurant to a retail and art studio will reduce the number of sewer units billed quarterly for the first floor space from 5 units to 1 unit. The application was approved as submitted.
3. The review of an estimate to remove a tree on the Blair Avenue sewer easement presented at the January 11, 2024, meeting was continued. The Commissioners reviewed the picture of the tree in question and approved the proposal as submitted.
4. A discussion was held regarding the recently found Sunny Ridge sewer easement washout. Plans from the original installation and plans from Route 202 Bypass construction were reviewed. Commissioner Peter Mellen stated that he spoke with Frank Linnenbringer, Access & Utilities Supervisor NHDOT District 4, regarding the issue and Mr. Linnenbringer verbally authorized the Commission to make necessary repairs. A proposal to fill the area around the sewer line was reviewed. The Commissioners agreed

that just filling it in may not be the best way to proceed as it will just wash out again. Commissioner Peter Mellen will contact Paul Dutton, Wastewater Operator, to request that he and Alex Mellen cut trees and brush around the area of the culvert to expose the ends to clean it out, assess the condition of it and report back to the Commission. The group will continue discussions at a future meeting when more information is available.

5. The group discussed easement clearing and the possibility of in-house personnel being able to trim over-hanging branches rather than subcontracting the job out. Commissioner Dave Lewis stated he would be concerned with the size of the branches. The Commissioners will take a look at what is over-hanging in the easements.
6. Draft documents of the proposed System Development Charge ordinance were reviewed. Penny Griffin will submit them to legal counsel for review and approval.
7. The Commissioners reviewed and authorized the following:
  - a. 2024 AP Vouchers #2 W= \$9,504.51 & S= \$60,128.56
  - b. 1/11/2024 Meeting Minutes
  - c. 1/16/2024 Combined Meeting Minutes
  - d. Timecards
  - e. Hillsborough Heights Escrow withdrawal for Underwood Engineers review #2
8. 2024 water and sewer budgets were reviewed and approved to be submitted for the February 14, 2024, Budget Hearing.

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

Meeting adjourned at 8:30 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes

Date:

Approved by:

Peter Mellen

Dave Lewis

Dana Clow  
Water and Sewer Commissioners