



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: March 13, 2023  
Department: Utilities  
Agenda Section: Consent  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Utilities Director K. Marie Strandwitz, PE

#### ITEM TO BE CONSIDERED

**Subject:** Revisions to Appendix F of Town Code of Ordinances: Technical Specifications for Water and Sewer Systems

##### Attachments:

1. Ordinance to replace Appendix F of Town Code of Ordinances Chapter 14
2. Town of Hillsborough Technical Specifications and Design Standards for Water and Sanitary Sewer Systems

##### Summary:

The utilities department technical specifications for water and sewer, which are adopted as Appendix F of Chapter 14 of the town code, have not been updated since June 2018. The last update was performed by an outside consulting firm during the absence of a utility director/staff engineer. Increasingly, issues have arisen with development that necessitate clarity, definition and updating of these specifications, which now also incorporate more general processes and concepts. The document title has been changed from, "Technical Specifications for Water & Sewer Systems" to "Town of Hillsborough Technical Specifications and Design Standards for Water and Sanitary Sewer Systems." It is intended this is not to be reproduced in the code due to length and cost, but instead reference made thereto within Appendix F.

Highlights, which have been reviewed by the town attorney, include:

- Reformatted to include current branding standards.
- Added introduction and general section with development and construction process plus easements, utility separations, use of water, and more overarching requirements.
- Clarifies document precedence if conflicts.
- Requiring renewal of old services for redevelopment (ex. Lot used to have a mobile home, lot has been vacant for years with services still sitting there decaying, new home to be built) – deserves new services.
- Describes procedure for utility abandonment.
- Lists prohibited items in easements and process for encroachment into easements.
- Introduces approved materials list (under development).
- Reiterates code sections about looping, extending mains across parcel, utility separations, backflow prevention, location of public water and sewer within public right of way, etc.
  - Requires looping of water mains if an existing main is within 300 feet.
- Recommends discussing capacity and utilities prior to land purchase or planning activities. Explains briefly about capacity reservation.
- Explains problem areas (low fire flow, undersized mains, mains with no recorded easement, areas with poor condition) where we may not allow connection without improvements.

- Requires multi-family residential and multi-building commercial, institutional, or industrial developments be master metered.
- Prohibits sewer only connections.
- Prohibits water and sewer services from crossing property lines to reach the public system. Requires public water and sewer frontage to a parcel.
- Explains town does not locate utilities or respond to complaints of private (or not yet accepted) systems.
- Sets preference for water and sewer line locations (e.g., water on north or west sides of right of way, sewer on south and east).
- Requires minimum water main size of 6-inches and requirement that 2-inch pipes be upsized to support a project (no minimum size was previously specified – mains smaller than 6” cannot support fire protection).
- For developments with 100 units or more, or equivalent flow, requires two discrete connections to the water distribution system for redundancy.
- Disallows easements to be split across property lines.
- Emphasizes that public pumping stations are not permitted unless demonstrated gravity sewer cannot work. Indicates pumping stations should be approved by the Board of Commissioners.
- Expanded pumping station specification (if ever approved).
- Incorporates by reference additional documents in appendices that can be modified without board adoption such as televising and cleaning specifications, standard details, approved material list and as-built digital submittal requirements.

It is anticipated going forward that this document will be reviewed and modified bi-annually (every six months).

**Financial impacts:**

Requiring quality of construction and orderly development of the water and sanitary sewer system may financially impact developers and builders; however, these requirements are in alignment with other utility systems in the state and will result in less operation and maintenance headaches (and cost) and capital improvements for the town in the future.

**Staff recommendation and comments:**

Given lessons learned over the past several years, it is prudent to shore up our requirements for water and sewer systems to avoid confusion and lack of authority.

**Action requested:**

Adopt revised document into town code Appendix F, noting that appendices to document will be by reference and updated periodically without requiring adoption.