

**Town of Hillsborough Water & Sewer Commission**  
**January 9, 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.

Also in attendance was Chris Knight, owner of 51 and 57 School Street and his engineer, Tim Bernier of Hoyle Tanner.

1. Tim Bernier and Chris Knight approached the Commission to discuss the specifics of their proposed project at 51 and 57 School Street. On November 14, 2025, the Commission approved Chris Knight's water and sewer Change of Use applications for a two-family building on each lot to use the existing water and sewer service lines on each.

Mr. Bernier requested to connect new 1" water service lines to each lot which would then be split at the property line into two  $\frac{3}{4}$ " services; one to service each of the two-units of the multi-family building with each having its own shut-off. A discussion was held regarding the possibility of removing the existing  $\frac{3}{4}$ " tap saddle and using a 1" tap saddle in its place to use the same tap location as the existing water service line would be required to be removed from the water main. The Commissioners directed Tim Bernier to contact water operator Cody Boisvert regarding the logistics of the requested new water service taps.

The group then discussed Mr. Bernier's request for two new 6" sewer services, one service line to each lot with a wye and a clean out to separate the services to each unit within the building. The Commissioners advised Mr. Bernier that the sewer main in School Street is a 6" main. The Commission also stated that should they decide to go with the requested new sewer taps the connection would require the plugging of the sewer main and bypass pumping while the connections are being made, and those costs are to be paid in full by the developer. The Commission will have wastewater operator Paul Dutton review the video records of the School Street sewer main to better identify where the existing sewer taps are and have Paul contact Tim Bernier to determine the best option.

Commissioner Peter Mellen stated that the Commission would like easements for each of the new water shut-offs installed on their properties when completed.

Commissioner Dave Lewis requested that ties measures be provided for each service when complete. Mr. Bernier agreed.

A discussion was held regarding the use of CTS pipe instead of copper pipe for the water service lines. Tim Bernier will confirm with Cody Boisvert.

6:30 pm Chris Knight and Tim Bernier left the meeting.

2. The Commissioners reviewed correspondence from Dan Rochette of Underwood Engineers requesting at schedule pre-bid meeting schedule for the Park and Whittemore Street

project. The Commission requested Penny Griffin to verify if bidding the project is part of the scope of work included in the existing project design ESR.

3. A discussion was held regarding the required wastewater permit annual reporting tasks that Underwood Engineers has provided engineering services for in the past. The Commissioners suggested that Penny Griffin contact Steve Clifton of Underwood Engineers to discuss what is needed as Cole Melendy, the Commissions previous Underwood contact is no longer with the company.
4. The group discussed NHDES funding available for Lead & Copper Rule service line identification projects. The Commission has received have a quote in the amount of \$240,000 for the potholing of the unknown material service lines. The group agreed it would be beneficial to apply for the state funding and take advantage of the principal forgiveness offered. It was noted that principal forgiveness is not guaranteed, however, obtaining the funds to identify all of the unknown service lines in 2025 would be valuable for the Commission to stay proactive ahead of any regulations. Penny Griffin will contact Town Administrator Laura Buono to discuss getting the bond warrant article on the 2025 Town Meeting ballot.
5. A discussion was held regarding easement clearing that should be done in 2025. One proposal has been obtained. Commissioner Peter Mellen stated that he has spoken with another company who is interested in preparing a proposal. The Commissioners requested that Alex Mellen create a list of all easements with the linear feet of each to provide for those who would like to submit a proposal to ensure that all proposals are comparable.
6. An abatement request for 18 West Main Street was reviewed. The Sewer Change of Use application approved on April 23, 2024, approved the change from 4 sewer units to 3 sewer units to be billed to this property. Commissioner Dave Lewis motioned to approve the abatement. Commissioner Mellen seconded the motion. The abatement was approved for the amount of \$150.
7. Penny Griffin advised the board that Chad Branon of Fieldstone Land Consultants has requested to attend a meeting to review their proposal of the water and sewer fees for Map 110 Lot 152. The Commissioners agreed that they do not think another meeting is necessary to discuss the same information already discussed at length at the December 17, 2024, meeting. The Commission instructed Penny Griffin to advise Mr. Branon that if they have any additional supporting information, plans or documents that they wish to submit for the Commission to review to please do so along with a detailed written description of their request and the Commission will respond accordingly.
8. The group discussed previous studies completed by Underwood Engineers regarding possible water system loops alternatives and how the water loop proposed Phase II Avanru project may compare. It was noted that the information provided in those studies suggests

that there will be no significant change in the water hydraulics from the proposed loop. Commissioner Mellen recognized that the loop would however, benefit water quality for new Hillsborough Heights development, the proposed Phase 2 project and Harvey Way as it would eliminate dead end water mains.

9. The Commissioners reviewed and authorized the following:
  - a) 2024 AP Voucher #25 W= \$3,381.60 S= \$20,009.82
  - b) 2024 AP Voucher #25A W= \$4,367.40
  - c) 2024 AP Voucher #1A W= \$16,321.60 S= \$21,754.95
  - d) 2025 AP Voucher #1 W= \$853.23 S= \$31,687.00
  - e) December 17, 2024 meeting minutes
  - f) Timecards
10. The Commissioners discussed the possibility of both the Town and the Water and Sewer Commission signing the construction contract for the Park and Whittemore Street projects in an effort keep the responsibility of costs of the project clear. Commissioner Dave Lewis will contact Dan Rochette of Underwood Engineers to discuss the topic and ask him to update the estimate of construction costs.

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

Meeting adjourned at 8:10 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