

Town of Hillsborough Water & Sewer Commission  
June 24, 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 Michael Burek, a resident within the Garden Gate Condo Development at 66 Preston Street.

1. Michael Burek approached the Commission to discuss his concerns about the water quality within Garden Gate Condo Development. Mr. Burek advised the Commissioners that the water is discolored, and he would like the Commissioners to help in getting the issue resolved. The Commissioners explained that twice a year, spring and fall, the municipal water system is flushed via fire hydrants to maintain water quality, ensure proper hydrant function, and clear sediment and mineral buildup from the water distribution system. They went on to say that there are private hydrants within the system, such as the ones in the Garden Gate Condo Development, that should be maintained on the same schedule by the property owners for the same purposes. Penny Griffin stated that an email has been sent to the Garden Gate board requesting information on their maintenance procedure and schedule but has not received a reply yet. A discussion was held regarding the possibility of the Commission maintaining the private hydrants. The Commissioners stated that they would be willing to have discussions with the person authorized to enter into agreements for Garden Gate Condo Development as there would need to be a formal agreement for such maintenance to be performed on private systems. Mr. Burek stated that he has voiced his concerns to the Garden Gate Condo Board in the past and would relay this information to them.

6:45 pm Michael burek left the meeting.

2. The Commissioners discussed possible options for ensuring private hydrants are maintained in the future. Commissioner Peter Mellen suggested obtaining an easement for flushing purposes of all new private hydrants installed. Commissioners Clow and Lewis voiced their concern about if something fails during the operation of the hydrant who is responsible for the repair. Commissioner Mellen stated that detail would be included within the easement.

The group also noted that the National Fire Protection Association (NFPA) 24 Standards Chapter 14.1 states private fire service main and its appurtenances installed in accordance with the standard shall be properly inspected, tested, and maintained in accordance with NFPA 25 to provide at least the same level of performance and protection as designed. The Commissioners agreed that it would be beneficial to coordinate the addressing of private hydrant maintenance with Fire Chief Ken Stafford as he has the authority to enforce NFPA Standards. Penny Griffin will contact Chief Stafford to discuss private hydrants.

The group agreed to continue discussions on possible options at future meetings. They also agreed that private hydrant maintenance should be addressed in the water ordinance.

3. A proposal to renew the electricity supply contracts from Standard Power were reviewed and discussed. Commissioner Peter Mellen motioned to accept the Day-Ahead Scheduling Initiative (DASI) 24-month option. Commissioner Dave Lewis seconded the motion. All voted in favor.
4. A brief discussion was held regarding the need to update the water specs as part of the water ordinance revisions. The Commissioners requested that Cody Boisvert, Water Operator, draft the water spec revisions for the Commission to review.
5. The Commissioners discussed what to do with the 2008 Ford Ranger and the 1996 John Deere 855 Tractor. The Commissioners asked Penny Griffin to contact the NH Surplus (Whites Farm) regarding information about possibly including the items in their LIVE Auctions that happen twice a year.
6. The Commissioners reviewed and authorized the following:
  - a) 2025 AP Voucher #12 W= \$8,134.21 S= \$15,643.32
  - b) June 12, 2025 meeting minutes
  - c) Timecards
7. The Commissioners asked if there were any recommendations from Vortex to repair the separated pipe found during the recent sewer main cleaning. Penny Griffin advised that Vortex is reviewing the recent data collected and will have a summary with recommendations prepared for the Commissioners next meeting.
8. Commissioner Dana Clow stated that he has revisited information he has collected for a rain gauge and realized that they need to decide what it is they want to accomplish as there is a wide range of options and costs associated with those options. Options were discussed. Commissioner Dana Clow will meet with Wastewater Operator, Paul Dutton to review the process and what would be most useful.

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

Meeting adjourned at 8:00 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