

Town of Hillsborough Water & Sewer Commission
July 10, 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 (Mike) Barrett, a Hillsborough resident who stated he was just there to listen and learn as he may want to be a Water and Sewer Commissioner someday.

1. Penny Griffin asked Mike Barrett if he intends to mow the easements this year as he has in past years; noting that if he is unable to, the Commissioners will need to put the job out to bid. Mr. Barrett confirmed that he will mow the easements.
2. The group reviewed an email from the Board of the Garden Gate Condo Association requesting that the Commissioners send an agreement to them for the flushing of the hydrants within their development to help resolve their water quality issue. The group discussed the elements that should be included in the agreement. Commissioner Dave Lewis will create a draft agreement to be discussed at a future meeting and then sent to the Commissions attorney for review. The group will continue discussions at a future meeting.
3. The group discussed the Park and Whittemore Street project. Penny Griffin reported that the Payment Bond, the Performance Bond and the Insurance Certificate have been provided by Park Construction and Selectman Jim Bailey has signed the agreement which has been mailed to Park Construction for signature. As of this date no pre-construction or public information meeting dates have been scheduled. Jake Stoddard of Underwood Engineers will be contacting Penny Griffin with dates once he confirms with the contractor.

Commissioner Dana Clow asked if the resident engineer for the project has been decided yet. Penny Griffin stated that they have, and Jake Stoddard will be forwarding the resume.

Commissioner Dave Lewis presented information on Maxadaptor sewer couplings. Commissioner Lewis stated they are a more enhanced Fernco coupling that is much more robust and suggested they be used on the sewer mains in the roadway for the Park and Whittemore Street project. All agreed. Commissioner Lewis will discuss this request with Dan Rochette and Jake Stoddard at Underwood.

Commissioner Peter Mellen asked if there is any update on the Selectmen getting their program together for assisting the homeowners to connect their sump pumps to the new stubs being installed to discharge it to the stormwater. To date, no new information is known; at the last meeting between the Selectmen and the

Commissioners, either Laura Buono or Selectman Jim Bailey were going to be reaching out to Dan Rochette at Underwood Engineers directly to discuss.

4. A proposal to repair the fence around the Bear Hill pump station was reviewed. The group discussed alternative possibilities, such as an electric fence, barbwire fence or large cement barriers, to keep the cows away from the fence to prevent future damage. The group decided to hold off on proceeding with the repairs at this time and will continue discussions at a future meeting.
5. A proposal to repair an area of an easement off Bible Hill that has been washed out was reviewed.

The Commissioners asked Mike Barrett if he is interested in submitting a proposal to repair the area. Mike Barrett stated he is aware of the area in question and will submit a proposal. Mr. Barrett suggested that the drainage on Boulder Road is what is causing this area to wash out and suggested that the Commissioners start by addressing the issue there. The Commissioners stated that they are only authorized to work within their 20-foot-wide easement, which would not include changing drainage on Boulder Road.

Commissioner Peter Mellen stated he has spoken with Gary Edwards, who is also interested in submitting a proposal.

Penny Griffin will have Alex Mellen reach out to both Mike Barrett and Gary Edwards to obtain their proposals.

6. The Commissioners reviewed and discussed the CCTV reports from Vortex's most recent sewer main cleanings and inspection. There were three (3) areas noted that had "gusher" infiltration. The group noted that they need more information as there is no key identifying what their coding means. Penny Griffin stated that Vortex is in the process of creating a proposal to repair issues they have found and will have it available for the Commissioners' next meeting.
7. Commissioner Dave Lewis asked what outstanding projects the Commission has with Underwood Engineers.
 - ESR 43 – Implementing Local Limits into the sewer ordinance
 - ESR 40 A4 – Park & Whittemore Construction
 - ESR 50 – 2025 WWTF Groundwater Permit Assistance
 - ESR 52 – 2025 WWTF Laboratory QAM Update
 - ESR 53 – 2025 IUP Implementation Assistance

Penny Griffin advised that OSRAM has submitted their Industrial User Permit

renewal application as the current one expires in August 2025 and she has requested an ESR from Underwood to review the application. Penny Griffin noted that OSRAM's submitted renewal application does not include their new process as it is not yet completely designed, and they will need to submit a follow-up application later in the year when it is complete which will require a new ESR from Underwood.

8. The Commissioners reviewed and authorized the following:

- a) 2025 AP Voucher #13 W= \$18,503.49 S= \$43,986.64
- b) June 24, 2025 meeting minutes
- c) Timecards

9. The group discussed the upcoming potholing project for the Lead & Copper Line Inventory. Penny Griffin advised the Commissioners that the application for the loan has been processed and has been sent over to Laura Buono for signature. Once signed it will go back to NHDES to go before the Governor's Council for final approval. It was noted that the current loan forgiveness is 66%.

Penny Griffin advised that Cody Boisvert and Alex Mellen will be out marking all the shut-offs that will need to be exposed. She also stated that the potholing is supposed to begin in August.

The group discussed how to obtain the service line material information for the water service lines within the Stonebridge Coop Trailer Park. As that is private property, the information must be provided by the park owners. It was noted that even if the Commission is able to report the service line material on all service lines that they are responsible for in the system, they will still remain non-compliant with the LCRR as long as the parks service lines remain Unknown. Penny Griffin and Cody Boisvert will try and find contact information for the Stonebridge Coop board and reach out to discuss the requirements.

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

Meeting adjourned at 7:22 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