

**Town of Hillsborough Water & Sewer Commission  
February 24, 2026 Meeting Minutes**

The meeting was called to order at 6:00 p.m. Present were Commissioners Dave Lewis and Dana Clow; and Penny Griffin, Water and Sewer Administrator.

1. The group discussed the current status of the repairs to the water and sewer office. At this time ServePro still has their equipment in the space and no other progress has been made. All agreed that it is important to get the office back open as quickly as possible. It was agreed that an alternative office space may be required if the repairs are going to take a significant amount of time. Penny Griffin will contact Jeremy Oak, Building Maintenance manager, for the current plan and timeline.
2. The Commissioners reviewed and authorized Underwood Engineers Engineering Services Request (ESR) 59 for 2026 Groundwater Permit Compliance for the amount of \$26,350.
3. A quote for the cost to replace the cutters in the Muffin Monster sewage grinder installed at the West Main Street was reviewed. It was noted that when the unit was installed in 2021 the estimated cost of the cutter exchange was approximately \$14,000; the current quote is for \$24,532.34. Also, a contractor will need to be hired to install the replacements. The Commissioners asked Penny Griffin to contact the vendor to find out more information, such as, are these new or refurbished cutters will be credit issued for the cutters that are removed. The group will continue discussions on the matter at a future meeting.

6:30 pm Alex Mellen arrived at the meeting.

4. The Commissioners reviewed a Change of Use application submitted by Alex Mellen of 24 Center Road to add a dry goods retail space to his home. Alex explained that there will not be a lot of foot traffic as customers will mostly be by appointment only. Commissioner Clow asked if there are bathroom facilities located in the space designated for the store. Alex Mellen confirmed that no facilities are installed in the space, nor will the home bathrooms be used by patrons. The Commissioners determined that the proposed business would have no impact on water or sewer and therefore, no System Development Charge is due and there will be no second unit of sewer charged to the quarterly bills for the property.

7:00 pm Alex Mellen left the meeting.

6. The Commissioners reviewed and authorized the following:
  - a) 2025 AP Voucher #4A W=\$171.27
  - b) 2026 AP Voucher #4 W= \$17,925.24 S= \$22,131.04

- c) 2026 Sewer Abatement S2026 1A for 188 West Main Street approved at the February 12, 2026, meeting
- d) Meeting Minutes
- e) Timecards

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

Meeting adjourned at 7:35 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by:

Date:

Dana Clow

Dave Lewis  
Water and Sewer Commissioners