

**Town of Hillsborough Water & Sewer Commission**  
**March 12, 2026 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 Rena Rockwell of 147 East Washington Road.

1. Rena Rockwell explained to the Commissioners that she was present to discuss her concern with work done the previous week to the pump system that services her house and 3 others surrounding the water plant with water. Mrs. Rockwell stated that earlier this evening she had attempted to contact Water & Sewer Operator Alex Mellen regarding "little black bugs in her sink that she believed to be coming from her water". When she was unsuccessful in making contact with him, she drove to Commissioner Mellen's house to issue her complaint. In the meantime, Alex Mellen returned the call, and they all returned to the Rockwell home to investigate. The "little black bugs" were found to be coming from a plant next to her sink and not her water supply.

Mrs. Rockwell stated that she has further concerns about the work that was done as she was told glue was used in the pump system repair, and she does not believe glue is supposed to be used for drinking water piping. Rena explained she had gone over to the water plant on the day that the repairs were being done and the smell of the glue was overwhelming. She went on to say that while in the shower she can still smell the glue, and she is requesting that the pipes be removed, and different fittings be installed that don't require glue. The Commissioners acknowledged her concern and stated that they will need to look into the situation by contacting the vendor to find out what products were used and if they are compliant with American Water Works Association (AWWA) standards. The Commissioners also stated they would have Water Operator Cody Boisvert take water samples from her home and the other homes in that vicinity that are also serviced by the same pumps to be sent to the lab to be tested. Rena Rockwell asked when she could expect to hear from Cody Boisvert, and the Commissioners told her he would be in touch the next day.

7:00 pm Rena Rockwell left the meeting.

2. The Commissioners reviewed correspondence from the owner of 4 Butler Avenue requesting an abatement of their 2026 1<sup>st</sup> issue water bill as they had an unusually high charge which, upon their investigation, was found to be caused by a toilet that had been continuously running without their knowledge. As the high usage can be attributed to an avoidable leak in a malfunctioning toilet within the home and it is the policy of the commission that all water which has been processed at the treatment plant and passes through the water meter and into a residence or business is to be billed for, the Commissioners denied the abatement request.
3. The group discussed a proposal from Alex Mellen to remove the old generator from the West Main Street pump station as a subcontractor after hours. The Commissioners

agreed that it would not be appropriate for the project to be done as a subcontractor and can be added to the list of projects to be completed during work hours.

4. The Commissioners also reviewed Alex Mellen's request to purchase an electric chain fall as the old style they currently have takes a lot of time to operate. The Commissioners do not feel that the purchase of an electric chain fall is necessary.
5. A discussion was held regarding the mowing of the easements this year. The Commissioners considered Alex Mellen's question as to whether they should be mowed twice this year as no easement mowing was done last year. The Commissioners would like to have the mowing completed in the spring and then review the growth later in the season to determine if a second mowing will be required.
6. The Commissioners discussed the department vehicles. All agreed that due to the amount and weight of the tools that Alex Mellen carries on a regular basis for his duties, functions, and responsibilities, (hydrant flushing, easement maintenance, etc.) it would be more appropriate that the relatively heavy fully equipped Decker toolbox be installed in the Ford F250 pickup and Alex Mellen drive that vehicle. Paul Dutton does not carry tools that require anything more than the F150. Cody Boisvert will continue to drive the F350.
7. The group discussed the progress of the water and sewer office repair. ServePro has removed their equipment and appears to be done but no other work has been done to the office. Penny Griffin has been unsuccessful in reaching Jeremy Oak of building maintenance. Commissioner Peter Mellen will reach out to Jeremy or speak with Laura Buono for an updated plan and timeline.
8. The group discussed the separated sewer service at 211 West Main Street. All agreed that it needs to be repaired this year. It was noted that Vortex has still not provided the requested warranty information of their proposed service connection lining proposal to resolve this issue. Commissioner Dave Lewis will look for possible contractors who may be interested in excavating to repair the service connection. Discussions will continue at a future meeting.
9. A discussion was held regarding the next proposed joint road reconstruction project with the Selectmen. Commissioner Dave Lewis explained that State Revolving Fund (SRF) engineering services for infrastructure projects (Clean Water and Drinking Water) specifically include Qualifications-Based Selection (QBS) requirements. This process mandates that municipalities and entities select engineering firms based on demonstrated competence and experience rather than cost. Commissioner Lewis recommended tabling the next joint project until it is confirmed that the Town has set aside their \$88,000 for the Town portion of the initial design phase of the project. Both the water and sewer have budgeted \$44,000 each for their portion of the design in the 2026 budget. If the Town does not have their funds and the project must be tabled for a

year, the Commissioners will be able to add those funds to the respective capital reserve accounts to be used at a later date.

The group agreed that another important task that the Town should complete is their Storm Water Asset Management Plan to identify what is currently in the ground for existing drainage and its condition. This will allow for better planning going forward. Commissioner Mellen stated that Brett Tabor, Emerald Lake Commissioner, advised him at Town Meeting that the state currently has a lot of funding options for that. Commissioner Mellen relayed that information to Selectman Rich Pelletier at Town Meeting. All agreed to reiterate that information to the Selectmen when they meet with them again.

Commissioner Peter Mellen stated that he has spoken with Laura Buono about meeting with the Selectmen to go over this information and Laura has tentatively suggested the April 8 Selectmens meeting. All Commissioners confirmed they are available on that date.

10. The Commissioners reviewed and authorized the following:

- a) 2026 AP Voucher #5 W= \$28,995.06 S= \$22,796.52
- b) Timecards

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

Meeting adjourned at 9:00 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