

**Town of Hillsborough Water & Sewer Commission**  
**January 8, 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.

1. Commissioner Peter Mellen, recusing himself from the decision-making process because of a conflict of interest, requested clarification of the water main for the proposed Cardinal Circle development from the Commission. Commissioners Lewis and Clow reviewed and approved the proposed plan showing a 6" water main with a 2" copper line completing the loop around the cul-de-sac. Commissioner Dave Lewis noted that Copper Tubing Size plastic pipe (CTS-PE) can be used for the proposed 2" line.
2. Commissioner Dana Clow asked what was left on the Park & Whittemore Street project for future drainage connections. Commissioner Dave Lewis stated that 6" stubs connected to the 12" or 15" ADS pipe were brought to the property right-of-way of select properties which are capped with a piece of rebar at the end to allow easier locating when ready to be connected to.

The group discussed speaking with potential contractors who may be interested in doing this work in order to create a list for property owners of potential contractors when they are prepared to connect their sump pumps or drains. Speaking with the contractors ahead of creating the list would provide the contractors with the intent of the project and what is available in the street to connect to should they be contacted by a property owner.

3. The group reviewed and discussed proposed water ordinance revisions. The current draft will be updated with suggested revisions and sent out for the Commissioners final review. If all approve the draft, it will be sent to counsel for review.
4. Commissioner Lewis noted that the sewer easement beside the old Rite Aid location, 335 West Main Street, needs to be cleared as it is over grown with brush. Penny Griffin will notify Alex Mellen.
5. The group discussed the recent demolition of 171 West Main Street and the status of the sewer service connection. Penny Griffin advised the Commissioners that the contractor placed a plug into all drains and the sewer connection and covered them with flowable fill to avoid inflow. The Commissioners all agreed that a discussion needs to be had with the Selectmen requesting that the water and sewer services be dug up and capped near the property edge as it is unknown if there are any old drains connected to the existing system. Disconnecting at the property edge until a future use is determined will eliminate the possibility of inflow into the sewer system.
6. The 4 Maple Street sewer service line that goes through the 2 Maple Street property to connect to the sewer main at a wye in Wyman Street was discussed. The contractor building the new home on 2 Maple Street has rerouted the 4 Maple Street sewer service around the new foundation area for the new home and reconnected it to the old service connection in Wyman Street. Upon further investigation, the contractor found that the sewer services for

both 2 and 4 Maple Street are connected to a wye and then 1 service is tapped in the sewer main in Wyman Street. Paul Dutton had indicated that there is a capped sewer stub about 13 feet down Wyman Street that 2 Maple Street could utilize as their own service. The Commissioners agree that they should connect to the capped stub in the spring when they can dig in the road. The Commissioners noted that the issue of the 4 Maple Street sewer service going through 2 Maple Street property is a private issue between the two property owners that the Commission has no authorization over.

7. The Commissioners reviewed and authorized the following:

- a) 2025 AP Voucher #1A W=#29,035.37 S=\$2,996.86
- b) 2026 AP Voucher #1 W= \$7,873.43 S= \$22,791.66
- c) Timecards
- d) Meeting Minutes

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

Meeting adjourned at 8:15 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