

Town of Hillsborough Water & Sewer Commission
October 9, 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.

1. The Commissioners reviewed a quote from W. Boisvert & Sons Inc for the amount of \$5,775 to make the needed repairs to the area of the sewer easement off Bible Hill that was washed out as outlined by the Commission at the September 11 meeting. The Commission will provide all culvert pipes, connectors and flares for the job; the parts have been quoted by EJ Prescott for the amount of \$2,782.01. Commissioner Dave Lewis motioned to accept the quote from W. Boisvert & Sons Inc. as present and to purchase the necessary parts from EJ Prescott as quoted. Commissioner Dana Clow seconded the motion. All voted in favor.
2. Commissioner Dave Lewis gave a status update of the Park & Whittemore Project. He reported that four items came up at the recent construction meeting that will need review and/or adjustments:
 - The number of headwalls needed for the drainage was underestimated; the estimate was 1 but 4 are needed.
 - Ledge quantities are over
 - Curb Cuts for the second driveways at 2 Whittemore Street and 14 Whittemore Street need to be reviewed by the contractor to decide if the sidewalk should remain between the 2 driveways or not
 - The contractor will review the grading of Whittemore Street.

The group discussed the hydrants that have been installed as part of the project. It was noted that they are not American Darlings as the rest of the hydrants on the system. The Commissioners would like to have Cody Boisvert review what has been installed to ensure they are compatible.

3. The group reviewed emails from Wastewater Operator Paul Dutton regarding 2 manholes that are in need of repair. Included with the email was a quote from Henniker Septic for the amount of \$8,694 to complete the repairs. The Commissioners request that Paul submit an explanation of the repairs that are needed and include pictures. The Commissioners would also like Paul to obtain other quotes. Commissioner Dave Lewis suggested that Paul Dutton speak with Park Construction, who is currently doing the Park and Whittemore project, and ask for the contact information of the subcontractor that completed the manhole work for the project.
4. Penny Griffin advised the Commissioners that the owner of 13 Walnut Street has requested advice regarding building a garage that would eventually have an

apartment in it. The property owner stated that one day the property may be subdivided, leaving the house on one lot and the garage with apartment on the other. The questions are:

- Can the garage have its own service taps,
- Should the taps be connected to the mains on Church Street, and
- Should the connections be made when they build the garage or later down the line when they build the apartment

The Commissioners discussed the process and agreed that new service connections should be made when building the garage to the mains in Church Street.

5. The Commissioners reviewed and authorized the following:

- a) 2025 AP Voucher #19 W= \$125,007.36 S= \$87,498.62
- b) September 23, 2025 meeting minutes
- c) Timecards

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

Meeting adjourned at 7:30 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