

**Town of Hillsborough Water & Sewer Commission
November 13, 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 Leigh Bosse.

1. Leigh Bosse was in attendance to discuss bringing water into his proposed subdivision off of Myrtle Street. Commissioner Peter Mellen stated he would be recusing himself from discussions or the decision-making process because of a conflict of interest, ensuring impartiality. Mr. Bosse presented a letter requesting a "Can and Will Serve" letter from the Commission for the properties proposed on sheet 1 of 9, the Plan and Profile of Cardinal Circle dated September 22, 2025, prepared by A. C. Engineering & Consulting, Map I IP Lots 191-1, 191-2, 191-3, 191-4, 191-5, 191-6, 191-7, 191-8, 191-9 and 191-10.

Commissioners Lewis & Clow reviewed the Plan and Profile of the project which proposes to install a 6" water main to provide municipal water to the project. The new proposal also includes a proposed easement to be issued to the Water Commission for a possible loop to the 6" Dascomb Street water main in the future.

It was noted that 3 valves will need to be installed at the connection of the Cardinal Circle water main to the existing Myrtle Street 6" water main.

The Commissioners agreed to provide a Can and Will serve letter to Mr. Bosse for the proposed project. Over the next week the letter will be drafted, sent to Mr. Bosse for review and then to the Commissions counsel for review. Once all reviews have been completed, the Commission will take action to formally issue the Can and Will Serve letter.

6:30 pm Leigh Bosse left the meeting.

2. The Commissioners reviewed a Planning Board Subdivision application for 109 Jones Road. The Commissioners noted that the application has no impact to water or sewer and wrote that observation in the comments to be returned to the Town Planner.
3. Penny Griffin reported that the repair of the Bible Hill easement washout has been completed and presented photos of the repair.
4. Commissioner Dave Lewis gave a status update of the Park & Whittemore Project.
 - Crushed gravel final grading was done today by Continental Paving.
 - Paving is expected to be completed tomorrow

- Monday the mason will raise the catch basin grates
- Tri-State will install the vertical granite curbing on Tuesday
- Driveway work is expected to be done in the week of November 24

The commissioners asked Penny Griffin to obtain copies of the basement surveys Underwood has completed of the homes within the project in order to create the list of homes that have sump pumps or drains connected to their sewer services that will need to be redirected away from the sewer system per the Town Code § 181-6 I, that states:

No person(s) shall make connection of roof downspouts, interior or exterior foundation drains, areaway drains, or other sources of surface runoff or groundwater to a building sewer or building drain that in turn is connected directly or indirectly to a public sanitary sewer.

Commissioner Lewis stated that Park Construction has agreed to repair damage to the 25 Whittemore Street paved driveway. They will meet at an upcoming construction meeting to determine the scope of the repair.

Commissioner Lewis stated that Park Construction will be putting asphalt fillets along the driveways on Whittemore Street to allow easier car access into drives through the winter. The fillets will be milled out prior to final paving in the spring.

Commissioner Peter Mellen asked what was decided on the old sidewalk on the south side of Whittemore Street. Commissioner Lewis stated that Selectman Jim Bailey decided to remove the old sidewalk and loam and seed the area. Properties that have paved walkways will be extended to the new granite curbing.

Commissioner Lewis advised that 2 “No Parking” signs will be installed at the top of Whittemore Street to deter parking in the street which would hinder emergency vehicle turning at the Park and Whittemore Streets intersection.

5. Commissioner Dave Lewis gave a status update of the Wastewater Facility Blower Replacement Project.
 - Fabrication of the air intakes and exhaust manifolds will occur on-site due to logistical concerns by RH. White.
 - Two new Inovair blowers are now set in place
 - Tentatively, on December 2nd the last remaining original blower will be turned off so that the final new blower can be installed.
 - The Inovair representative is expected on site December 10.

6. Penny Griffin reported that the water main flushing will not be able to be finished this round due to cold weather. Only about a 3rd of the system was able to be completed before the temperatures got too cold.

7. Penny Griffin updated the Commissioners on the status of the lead and copper service line inventory:
 - There are 26 service lines that remain to be identified, of which 22 are customer side unknown only and 4 both sides unknown that will need to be excavated
 - Of the service lines that were identified via records, random visual "Validation" of 20% of the service lines is required per EPA. A randomized list of 108 services has been created from the current inventory list by Hazen & Sawyer, our engineering consultant on this project, and NHDES, that need to be visually inspected and reported to NHDES via an updated inventory by 2034. Water Operator Cody Boisvert intends on potholing those services for verification.
 - Of the \$240,000 DWSRF loan, \$145,264.57 was used for this year's potholing. \$94,735.43 remains and can be used towards the validation potholing and identification of the remaining 4 complete unknown services.
 - Letters need to be sent to the owners of the remaining 26 unidentified service line material properties by December 1.
 - Penny will update the website with the current chart of unidentified number of service lines and property list with updated identification status.

8. Penny Griffin told the Commissioners that she has been advised by Police Chief Chris Parsons that Water and Sewer no longer will receive a discounted rate for a police detail when needed as has been done in the past. Chief Parsons states that only schools receive a discount and that is because a cruiser is not required for their details.

9. Commissioner Mellen asked Penny Griffin if she was able to speak with Underwood Engineers about updating the sewer asset management plan financial information. Penny stated that she has spoken with Margaret Blank of Underwood who has proposed that the Commissioners consider an annual contract for Underwood to manage the asset management plan which would include putting the sewer asset management on the ArcGIS program and providing maintenance of the program such as adding new services, entering updates and repairs, and updating current financial information to allow for continuous planning. Margaret will forward proposals for the Commission to review and consider.

10. The Commissioners reviewed and authorized the following:
 - a) 2025 AP Voucher #21 W= \$75,684.77 S= \$61,540.16
 - b) Timecards
 - c) Meeting minutes
 - d) 2025 4th Issue Billing Warrants Water H - \$218,887.87, Water D - \$4,424.69, Sewer - \$272,757.13
 - e) Letters to the Trustee of Trust Funds Capital Reserve Reimbursement Requests for:

- (1) Park & Whittemore Street Project – \$ \$97,578.72 from Sewer System Improvement Capital Reserve
- (2) Park & Whittemore Street Project - \$201,828.32 from Waterline Rehabilitation Capital Reserve

Commissioner Peter Mellen motioned to adjourn the meeting. Commissioner Dana Clow seconded the motion. All voted in favor.

Meeting adjourned at 8:30 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