

Town of Hillsborough Water & Sewer Commission
November 25, 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. A draft "Can and Will Serve" letter was presented for review and discussion. Commissioner Peter Mellen stated he would be recusing himself from discussions or the decision-making process because of a conflict of interest, ensuring impartiality. Commissioners Clow and Lewis reviewed and discussed the "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.

The "Can and Will Serve" letter outlines the following conditions:

1. **Conditional Commitment:** This is a conditional commitment to serve the properties. All services are contingent upon the property owner and/or developer's compliance with all applicable regulations, ordinances, and procedures of Town of Hillsborough Water Commission.
2. **Project Description:** The project is for Construction of a public road with cul-de-sac and installation of 6" DI water main, two hydrants and connections for ten lots.
3. **Compliance with Regulations:** The applicant must comply with all Town of Hillsborough Water Commission rules, regulations, and procedures, including but not limited to the construction of necessary facilities and the payment of all applicable fees and charges.
4. **Expiration:** This commitment will expire 2 years from the date of the "Can and Will Serve" letter.
5. **Next Steps:** To move forward, please submit a formal application for service.

The Commission understands that substantial completion consists of:

- a. Water infrastructure installed, tested and accepted based on the Town of Hillsborough Water and Sewer Commission standards;
- b. Hydrant locations approved by the Hillsborough Fire Chief; and
- c. Construction of roadway elements to access water and sewer elements.

As discussed at the previous meeting with Mr. Bosse, the following will be required as part of the formal water service application:

1. Dascomb Associates agrees to install three 6" gate valves at the point of connection with the commission's existing 6" water main on Myrtle Street for the purpose of water system control. All above work is to be done at Dascomb Associates' sole cost and expense.
2. As shown on the plan, an easement will be reserved for potential future extension to the Dascomb Road 6" water main.

The Commission understands that Dascomb Associates will obtain all necessary local, state and federal permits required for the subdivision prior to the start of any construction.

Commissioner Dana Clow motioned to approve and issue the "Can and Will Serve" letter for the proposed Cardinal Circle subdivision. Commissioner Dave Lewis seconded the motion. The "Can and Will Serve" letter was signed and will be forwarded to Leigh Bosse.

2. The group discussed the Park and Whittemore Street project.

Commissioner Mellen, who attended the meeting, stated that the sidewalks and driveway entries were paved today and the areas around structures will be paved within the next week.

The project substantial completion site walk meeting is scheduled to be held December 4 at 1pm. Commissioner Mellen and Penny Griffin will attend the meeting. The following water and sewer items were noted to be included on the project punch list to be created at the site walk meeting:

- Make sure the manhole covers don't rock and make noise
- Ensure valve boxes are set flush with pavement
- Paint the yellow hydrant on the corner of Park and Whittemore Street red
- Obtain as-builts for water and sewer infrastructure
- Make sure iron rebar has been installed for the sump pump drain stub on each property in order to allow easy location for future connections.

Penny Griffin stated that she has received a complaint from the property owner at 6 Park Place pertaining to the newly installed drainage in front of his property. The owner has stated that water is ponding around the new drain. Carl Manseau of Underwood Engineer met with the property owner and explained to him that at the time of the complaint the catch basin was still under asphalt and couldn't drain properly which resulted in the puddling. Once Park Construction cut open the drain grate the puddle flowed to the drain. They put a level on the grate, and everything has positive pitch to the drain. Mr. Manseau advised the owner that in the spring, the paving company will be back to add the topcoat, and the drain will be raised and the pavement shaped to ensure draining into the drain. This should resolve the issue.

3. Penny Griffin reported that the repair of the manhole at the Bridge Street and River Street intersection has been completed.
4. The group reviewed and discussed information provided by Cody Boisvert regarding manhole structures that are in need of adjustment or repair. Mr. Boisvert noted that there are 21 structures that fall into those categories. Cody Boisvert also noted that he has spoken with the company Park Construction is using for the manhole structures on the Park and Whittemore Street project, and they have quoted a price of \$400 per manhole to be adjusted or repaired. The Commissioners would like to confirm that the price includes repaving around the structures after the work is completed. Penny will contact Cody Boisvert to confirm that information. It was agreed to consider including these repairs in the 2026 budget year.
5. An email from Paul Dutton with the following project status updates was reviewed:
 - The final blower is scheduled to be installed December 2nd-8th, and Inovair will be at the Wastewater Treatment Facility on December 9th for start-up.
 - Paul Dutton will be patching and sealing the manhole at the intersection of Bridge Street and Hill Street himself and will reinspect it in the spring to ensure the repair resolved the gushing infiltration.
 - The repair of the Woodlawn X-country manhole is scheduled for the week of December 1st-5th.
 - Paul is still waiting to hear from Vortex with a proposed date to complete the point repairs and UV lining
6. The group reviewed a proposal from Underwood Engineers to assist HWSC in their efforts to utilize and maintain their Asset Management Program (AMP) and GIS information for an annual cost of \$6,000. HWSC and UE have completed two (2) previous contracts related to Wastewater and Water AMPs. AMPs are designed to be a “living” document and therefore require periodic updating and maintenance to incorporate changes to the system and data collected by staff.

Scope of work

Pursuant to discussions with the Owner, UE anticipates that the following engineering services will be provided:

Task 1 – GIS Assistance

UE will assist the Owner with the following tasks related to maintaining their AMPs.

- Check ArcGIS Pro installation, update if needed.
- Check for cloned environment and package installations.
- Save inventory files to latest template.
- Save Python tools to ArcGIS project and test.
- Update water and wastewater inventory as requested.
- Provide additional training as requested.

Summary of Deliverables:

- Written summary or video recordings of training sessions.
- Edited and updated inventory files and forms to be uploaded to the Owner's ArcGIS Online account.
- Edited and updated Python tools to be saved to the Owner's local ArcGIS Pro project files.

The Commissioners will review when preparing the 2026 budget.

8. The Commissioners reviewed and authorized the following:

- a) 2025 AP Voucher #22 W= \$214,289.05 S= \$469,692.86
- b) Timecards
- c) Meeting minutes

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

Meeting adjourned at 8:00 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