

**Town of Hillsborough Water & Sewer Commission  
December 11, 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 Water and Sewer Change of Use/Occupancy form for 2 West Main Street unit 4 was reviewed. The Commissioners approved the Water and Sewer Change of Occupancy form as submitted without any conditions.
2. A request by Cody Boisvert to have a second pipe rack built and installed at the Bible Hill Reservoir storage area was presented. 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 Lewis and Clow discussed the request. Commissioner Lewis suggested storing the pipe on 6" x 6" timbers on the ground; he has seen this method at many storage yards. The Commissioners request that Cody provide information on how much pipe we have in stock to determine whether a second pipe rack is warranted. Commissioners Clow and Lewis will continue discussions on this a future meeting once they receive the requested information.
3. Commissioner Dave Lewis presented a draft forecasted cost for the next infrastructure project. The group reviewed and discussed it. A written summary of the information will be created to be presented to the Selectmen at the next joint meeting to be held in the new year.
4. The group discussed how to best address getting illicit sump pumps and/or drains that were found to be connected to sewer services within the Park and Whittemore Street project area and getting them connected to the drainage via the newly installed stubs to the property edge. It was agreed that the initial step would be to send letters to the property owners advising them of the regulation violation and request to remedy the issue. Commissioner Clow suggested that the Commission could create a list of potential contractors for the property owners to contact to discuss performing the work of disconnecting the sump pump and/or drains and connecting it to the stub to the drainage. Once the property owners have the information they need, they can approach the Selectmen regarding possible financing options as discussed as part of the Park and Whittemore Street project.
5. An email from Paul Dutton with the following project status updates was reviewed:
  - The blower installation is complete.
  - The repair of the Woodlawn X-country manhole has not been completed due to inclement weather. He expects it to be completed this upcoming week, December 15<sup>th</sup>-19<sup>th</sup>.
  - Vortex completed the UV lining on December 9<sup>th</sup>.
6. The group discussed a construction oversight on the Park and Whittemore Street project. There was supposed to have been a curb cut left at 27 Whittemore Street however, it was not done. The Commissioners asked Penny Griffin to contact Underwood Engineers to get this added to the punch list of items to be completed in the spring.

7. Penny Griffin advised the Commissioners that she, Cody Boisvert and Alex Mellen met with Ti-Sales representatives today regarding updating the meter reading program as they are no longer servicing the program we currently have as the readers are obsolete. Penny explained that the new program is a cloud-based program which runs off an app. The Ti-Sales representatives will be submitting quotes for the new program for review for the 2026 budget. A discussion was held regarding options for running the application, ie. personal phones vs. tablets. Penny Griffin stated that the tablets currently owned by HWSC could be used for the meter reading application, but a wireless connection would need to be available for the tablet to connect to. The group briefly discussed the option of turning on the FordPass Wi-Fi option in the F150 and F350 trucks; Penny will find out more information on availability and cost.
  
8. The Commissioners reviewed and authorized the following:
  - a) 2025 AP Voucher #23 W= \$17,660.50 S= \$20,185.47
  - b) Timecards

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

Meeting adjourned at 7:55 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