

**Town of Hillsborough Water & Sewer Commission
December 23, 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. Leigh Bosse Subdivision Application for review & comment. Peter Mellen abstained from input but explained his plan for his client. The review form was signed for return to the Planning Board with minimal comments.
2. Bible Hill Rack proposal – Peter Mellen abstained from input on a steel fabrication proposal written by Rick Mellen. An additional rack to store more ductile iron water main lengths was the topic for discussion. Commissions Lewis & Clow asked about quantities of how much more pipe is to be racked. Commissioner Lewis believes that using oak timbers, aka dunnage, would be sufficient to raise the pipe off the ground.
3. Penny reported that the water system had experienced 2 recent water main breaks. Repair costs will be funded from the remaining 2025 budget.
4. About 6:45, Penny Griffin left the meeting to address personal matters.
5. Water regulation revised draft – Commissioner Clow provided an updated revision of the draft since the June 2025 public hearing on the proposed draft. Minor technical and formatting critiques were identified during the review.
4. The Commissioners reviewed and authorized the following:
 - a) 2025 AP Voucher #24 W= \$290,831.60 S= \$410,775.39
 - b) Timecards
 - c) Park & Whittemore Project Certificate of Substantial Completion & Pay Req 4
 - d) Capital Reserve Reimbursement Request letters to Trustees for Park & Whittemore Req 4

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

Meeting adjourned at 7:45 pm.

Sincerely,

Dave Lewis, Commissioner

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen, Chairman

Dana Clow
Water and Sewer Commissioners