

**Town of Hillsborough Water & Sewer Commission  
February 12, 2026 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 correspondence from Rajit Gupta, new owner of 188 West Main Street, requesting a credit of 2 sewer units be applied to the last two billing cycles as there are only 14 washers installed in the laundromat and not 16 as he has been billed for since he purchased the property in July 2025. On January 22, Mr. Gupta had requested a site visit to verify the number of washers installed in the laundromat. On January 23, operator, Cody Boisvert, verified that the correct number of washers installed in the laundromat is 14 and not 16. Penny Griffin has reduced 2 sewer units for future billing. As the past two billing cycles were in the previous year, and the invoices were paid in full, instead of issuing credits, the Commissioners agreed to issue an abatement for 2 sewer units, \$375.00, to be applied to their sewer account for both the February and the May 2026 bill.
2. The Commissioners reviewed and discussed a Planning Board updated application for the proposed Avanru development on Map 11O Lot 152. The following note was provided to the Planning Board:

*“No application has been received for the project yet. Upon receipt of a complete application a full technical review will be conducted to ensure compliance with all water design and construction standards. However, we would like to submit the following comments:*

*1. We request the following easement be added to the plan – a 40ft temporary construction easement/20 ft permanent easement to the Town of Hillsborough for future installation of a water main. The area identified for this easement is from the northern terminus of the proposed street northerly along the line between proposed lots 152-7 & 152-8 to the south side of the existing utility easement, then easterly along the south side of said utility easement to land of the Town of Hillsborough.*

*2. We request all water mains installed as part of this project be 8” ductile iron.”*

The Commissioners will provide copies of the water looping study that provides the information for the requested easement and a map to show the Planning Board members exactly why and what the Commissioners are requesting.

3. It was noted that Avanru still has not provided the as-built plans of the 219 West Main Street water and sewer main installation as requested several times by the Commission.
4. The following Underwood Engineers Engineering Services Request (ESR) Authorizations to Proceed were reviewed and authorized:
  - a. ESR 55 GIS Technical Assistance \$6,000

- b. ESR 56 2026 OSRAM IUP Assistance \$,6,500
  - c. ESR 57 Collection System O&M Annual Reporting Assistance \$4,800
  - d. ESR 58 2026 NPDES Permit Technical & Compliance Assistance \$5,000
5. The group reviewed and finalized the water rate increase notice to be included with the February bill.
6. The Commissioners reviewed and authorized the following:
- a) 2025 AP Voucher #3A W=\$12,968.00 S=\$409,039.33
  - b) 2026 AP Voucher #3 W= \$13,361.38 S= \$31,559.62
  - c) 2026 1st Issue Billing Warrants Water H - \$225,734.57, Water D - \$2,208.12, Sewer - \$331,421.61
  - d) 2026 Lien Warrant \$225,050.42 (\$7,842.09 higher than last year)
  - e) Timecards

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

Meeting adjourned at 8:45 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