

Town of Hillsborough Water & Sewer Commission
August 14, 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. James Gardiner was on the agenda to discuss a proposed restaurant at 3 Henniker Street that he recently submitted a Planning Board application for. Mr. Gardiner is not in attendance. The Commissioners asked Penny Griffin to contact Mr. Gardiner to invite him to a future meeting and to suggest that he meet with the Hillsborough Fire Chief, Ken Stafford, to determine the number of seats that will be approved for his proposed restaurant as that information will be needed to determine the Sewer application System Development Charge.
2. A follow-up discussion was held regarding the collapsed gazebo at 164 County Road. The Commissioners agree that the collapsed gazebo debris has been removed from the water and because the gazebo is more than 50% destroyed, under Section 160-8 M, appropriate municipal and NH Shoreland Protection Rule approvals would be required prior to reconstructing the gazebo. The Commissioners reviewed and approved a draft letter from their attorney to the property owner.
3. The Commissioners continued discussions on the area of the sewer easement off Bible Hill that is in need of repair due to washout. Penny Griffin advised the Commissioners that Gary Edwards of Edwards & Son has questioned whether the Commissioners would like to consider placing riprap in the washout area rather than a culvert. The Commissioners will visit the site individually for a site walk and they will continue discussion at the next meeting.
4. The Commissioners discussed the four (4) areas in need of repair reported from Vortex's most recent sewer main cleanings and video inspection.
 - Hill Street - Edwards & Son will complete the repairs needed
 - Woodlawn Avenue cross-country - Edwards & Son will complete the repairs needed
 - Bridge Street sewer main between Prospect and Summer Street – The Commissioners approved a proposal from Vortex to line the 199.3 ft of main for the amount of \$18,905
 - 211 West Main Street separated service – the Commissioners request Paul Dutton to obtain quotes to dig and repair. They suggested obtaining quotes from Mathewson Companies, Boisvert & Sons and RH White, contractors who have all done work on the water and sewer systems for the Commission in the past. They noted that Edwards & Son have already stated they are not interested in this job.
5. The Commissioners reviewed the 2022 Sewer Asset Management report information and noted that the excel sheets should be updated with the current sewer information. The

Commissioners requested that Penny Griffin contact Underwood Engineers to obtain the excel files with the report data so it can be updated.

6. The Commissioners reviewed and authorized the following:

- a) 2025 AP Voucher #15 W= \$25,133.59 S= \$35,860.16
- b) July 22, 2025 meeting minutes
- c) Timecards
- d) 2025 3rd Issue Billing Warrants Water H - \$257,709.70, Water D - \$6,230.68, Sewer - \$274,867.94

7. Penny Griffin reported that Michael Burek, a resident within the Garden Gate Condo Development at 66 Preston Street called to follow up on his June 24, 2025, meeting request to have the water mains flushed within the condo development. Penny Griffin advised Mr. Burek that a legal agreement is in the process of being drafted between the Commission and the Garden Gate Condo Board to address all aspects of the flushing service on private property.

Commissioner Dave Lewis motioned to adjourn the meeting. Commissioner Peter Mellen seconded the motion. All voted in favor.

Meeting adjourned at 8:20 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