

**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. Mr. Gardiner called and cancelled his attendance until after he obtains his building permit and he meets with the Hillsborough Fire Chief, Ken Stafford, to determine the number of seats that will be approved for his proposed restaurant.
2. The Commissioners continued discussions on the area of the sewer easement off Bible Hill that is in need of repair due to washout. Possible ways to resolve the issue were discussed. It was agreed that at the end of the meeting the three Commissioners will walk the site.
4. The Commissioners discussed the 211 West Main Street separated sewer service. An estimated quote in the amount of \$41,800 from Mathewson Companies was reviewed. No other estimates to dig and repair the service have been submitted.

The Commissioners agreed that they would like more information on the process of grouting the lateral proposed by Vortex. They requested that Penny Griffin contact Vortex to obtain videos or any other information they can provide on the process. The Commissioners would like life expectancy and warranty information on the grouting included. The Commissioners will continue discussions at the next meeting.

5. Penny Griffin reported that the required automatic grease trap has been installed and inspected at the Village Art Café at 17 West Main Street.
6. The Commissioners reviewed and authorized the following:
  - a) 2025 AP Voucher #16 W= \$24,467.30 S= \$26,464.24
  - b) August 26, 2025 meeting minutes
  - c) Timecards

7:00 pm Commissioner Dave Lewis motioned to temporarily adjourn the meeting and reconvene at the Bible Hill sewer easement for the purpose of reviewing the washout damage. Commissioner Peter Mellen seconded the motion. All voted in favor.

Meeting adjourned at 7:35 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