

Town of Hillsborough Water & Sewer Commission
September 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. The Commissioners continued discussions on the area of the sewer easement off Bible Hill that is in need of repair due to washout. The Commissioners agreed to install two 12" pipes and one 18" pipe with flared ends on the inlet ends. Commissioner Dave Lewis will write up a plan narrative to review with Cody Boisvert and Alex Mellen and request they obtain updated quotes.
2. The Commissioners discussed the proposal from Vortex to use lateral grouting to repair the 211 West Main Street separated sewer service. The group reviewed a video of the lateral grouting process provided by Vortex. The Commissioners noted that Vortex did not include the requested life expectancy and warranty information for the lateral grouting and requested that Penny Griffin reach back out for that information. No other estimates to dig and repair the service have been submitted. The Commissioners will continue discussions at the next meeting.
3. The group reviewed and discussed a proposal from Vortex for sewer main point repairs and UV lining to be completed in 2025. The Commissioners authorized six point repairs in various locations of the system for the amount of \$18,750 and the UV lining of a 199 linear foot segment of Bridge Street for the amount of \$22,405.
4. The Commissioners reviewed and discussed a draft private hydrant flushing agreement. Penny Griffin will implement the Commissioners recommendations and distribute an updated draft agreement to the Commissioners for review. Discussions to continue at the next meeting.
5. The group discussed listing the 2008 Ford Ranger and the 1996 John Deere 855 tractor in the upcoming State of New Hampshire Surplus Auction to be held on October 18, 2025. Items to be listed must be delivered to the Surplus Auction site at Whites Farm in Concord NH on October 8th or 9th. Commissioners Mellen and Clow will deliver the items to Whites Farm.
6. The group discussed the status of the Park & Whittemore Street project.
 - a. Work Change Directive 1 – add four gate valves, two hydrants and move a gate valve \$26,200
 - b. The pool at 9 Park Place has been demolished to the property owner's satisfaction.

- c. A discussion was held regarding the route of the new sewer service at 9 Park Place. Commissioner Dave Lewis will continue discussion on this with the homeowner, contractor and Underwood Engineers.
 - d. The temporary water has been installed; however, it failed it's first round of sampling and is currently being re-chlorinated to be tested again in a couple days.
7. The Commissioners reviewed and discussed an email from Laura Buono, Town Administrator, requesting to be able to access the fire hydrant near the property that housed Associate Electric for the purpose of allowing the contractor to utilize it as a dust control measure. The Commissioners agreed to allow the use of the hydrant with the condition that each morning that the service will need to be used, it will be necessary that a water operator connect the meter and backflow to the hydrant and remove the set up each night. There will be a valve that the contractor will be able to operate for water access. The fee for this service will be \$50/hr during their regular working hours of 7am to 3pm with the expectation that it will take one hour per day. However, should connection or removal services be required by the contractor outside of regular business hours, that time will be billed as overtime. The Commissioners will not charge for water usage.
8. The Commissioners reviewed and authorized the following:
- a) 2025 AP Voucher #17 W= \$31,474.74 S= \$170,992.54
 - b) August 26, 2025 meeting minutes
 - c) Timecards
 - d) Letters to the Trustee of Trust Funds Capital Reserve Reimbursement Requests for:
 - (1) WWTF Blower Replacement – Final payment for 3 blowers \$147,157.50 from Sewer System Improvement Capital Reserve
 - (2) WWTF Contact Tank Refurbishment - \$123,257 from Sewer System Improvement Capital Reserve

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

Meeting adjourned at 8:50 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