

**Town of Hillsborough Water & Sewer Commission
September 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.

Also in attendance, James Gardiner, owner of 3 Henniker Street.

1. The Commissioners explained to Mr. Gardiner that they requested to meet with him to discuss his proposal for a new restaurant. Mr. Gardiner stated that he is just in the beginning planning stages. The Commissioners asked if he knew how many seats he would like to have. Mr. Gardiner replied that he expects between 40 to 50. Commissioner Dana Clow informed Mr. Gardiner that the number of seats will determine the sewer System Development Charge. Commissioner Peter Mellen gave a brief history of the sewer system and explained the reasoning behind the implementation of the System Development Charge. The group calculated the gallons per day for a 40-seat restaurant using the Table 1008-1, Unit Design Flow Figures, in Section Env-Wq 1008.03 (c) and (d), of the New Hampshire Code of Administrative Rules, Chapter Env-Wq 1000, Subdivision and Individual Sewage Disposal System Design Rules, effective 2-9-08 to be 1,740 gallons per day. Subtracting the existing approved 71.2 gallons per day for the current approved use of a dry goods retail business would show an increase of 1,668.80 gallons per day resulting in a System Development Charge of \$11,197.65. The Commissioners advised Mr. Gardiner that Env-Wq 1008.03 (d) provides an alternative to consider and it reads:

(d) Design flows based on metered water readings shall be calculated:

- (1) By finding the average of water meter readings over a period of time that is representative of the volume of water used and multiplying the average by a minimum peaking factor of 2 for commercial light flow or a maximum peaking factor of 3 for commercial heavy flow; or*
- (2) By measuring not less than 6 months of consecutive daily meter readings, including the month(s) of heaviest use for uses that are seasonal in nature, and using the highest daily flow without application of a peaking factor;*

The Commissioners agreed that if Mr. Gardiner could provide such comparable data, the Commission would gladly review and consider it.

Mr. Gardiner stated he would look into obtaining comparable information and would keep the Commissioner informed as he moves forward with his project.

6:40 pm James Gardiner left the meeting.

2. The Commissioners reviewed and discussed a revised draft private hydrant flushing agreement including counsel's review comments. Commissioner Dana Clow motioned to approve the Private Hydrant Flushing Agreement as written. Commissioner Dave Lewis seconded the motion. All voted in favor.
3. A Private Hydrant Flushing agreement between Garden Gate Condo Association, located at 66 Preston Street was signed by Commissioner Peter Mellen and will be forwarded to Garden Gate Condo Association for signature to have their private hydrant be included in all future hydrant flushing events.
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. Commissioner Dave Lewis gave a status update of the Park & Whittemore Project. He stated that all the sewer infrastructure has been installed, and they expect to be connecting sewer services next week.

Commissioner Lewis advised that they are already over the ledge quantities in the contract.

Commissioner Lewis indicated that even though Park Construction started a week late they appear to be back on the anticipated schedule.

6. 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.
7. Penny Griffin advised the Commissioners that the \$240,000 DWSRF loan application for potholing to identify the water service line material for the LCLI has been approved and is ready for disbursement when invoices are submitted. The amount of loan forgiveness approved is 66%.
8. Penny Griffin advised that no new information or quotes have been submitted to address the inflow at the sewer connection for 211 West Main Street.
9. The Commissioners reviewed a Planning Board Subdivision application for 12 Myrtle Street. Commissioner Peter Mellen recused himself as he has a personal connection with application. Commissioners Clow and Lewis noted that the application has no

impact to water or sewer and wrote that in the comments to be returned to the Town Planner.

10. The Commissioners reviewed and authorized the following:

- a) 2025 AP Voucher #18 W= \$39,310.52 S= \$371,963.02
- b) September 11, 2025 meeting minutes
- c) Timecards
- d) Letters to the Trustee of Trust Funds Capital Reserve Reimbursement Requests for:
 - (1) Park & Whittemore Street Project – \$149,794.82 from Sewer System Improvement Capital Reserve
 - (2) Park & Whittemore Street Project - \$33,257.71 from Waterline Rehabilitation Capital Reserve

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

Meeting adjourned at 8:00 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