

Town of Hillsborough Water & Sewer Commission
April 9, 2026 Meeting Minutes

The meeting was called to order at 6:00 p.m. Present were Commissioners Dave Lewis and Peter Mellen; and Penny Griffin, Water and Sewer Administrator.

1. The Commissioner Dave Lewis stated this afternoon he spoke with Sarah Ridyard of NHDES regarding an upcoming workshop to present NH Clean Water State Revolving Fund (CWSRF) topics which should include sanitary sewer, stormwater topics, and related planning grants. The following link pertains to the CWSRF application that is required for the Stormwater Asset Management Plan grant. <https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/cwsrf-am-techsvc-guide.pdf> Commissioner Lewis stated he will forward this information to Laura Buono and Robyn Payson at the Town office with hopes they will be able to attend the workshop to find out how to apply for a storm drain asset management plan project.
2. Penny Griffin advised the Commissioners that she met with Laura Buono earlier in the day to discuss the current Lien Warrant process for unpaid water and sewer bills. Laura Buono advised Penny Griffin that the Town of Hillsborough is unable to place a lien on Deering properties for unpaid water fees and therefore will not be paying the Water Commission for them going forward. Penny Griffin will contact the Commission's attorney to discuss other options available to the Commission for unpaid water fees on Deering properties.
3. The group discussed possible projects the Commission should submit CWSRF Pre-Applications for which are due June 1, 2026. The Commissioners agreed to resubmit the Park & Whittemore Street project to keep the project on the NHDES Wastewater State Aid Grant (SAG) Fiscal Year 2027 project priority list. It was also agreed to resubmit a pre-application for the proposed Preston Street water looping project that has been submitted in previous years but has not made any project priority lists through 2030. The Church and Myrtle Street road reconstruction project will not be resubmitted at this time as the Selectmen are not able to commit their portion of the funding.
4. The Commissioners reviewed proposals to update the alarm communication system at the West Main Street pump station as TDS no longer supports the copper wire service that exists. Two proposals were received:
 - Electrical Installations \$10,068.40
 - A/D Instrument Repair \$6,766.10

Commissioner Dave Lewis motioned to authorize the A/D Instrument proposal as submitted for the amount of \$6,766.10 to install the cellular-based/mission notification system at the West Main Street pump station. Commissioner Peter Mellen seconded the motion.

5. The Commissioners reviewed a quote from Granite State Glass to replace a window at the WWTF for the amount of \$6,475. The Commissioners decided to hold off on the installation at this time as there was some repair work done on it. The group will revisit this project in the fall to determine if it should be done this year or if it can wait until next year.
6. Quotes for paving a section of the driveway around the back of the WWTF were reviewed:
 - Advanced Excavating & Paving \$28,925
 - Bow Paving \$21,800
 - JY Paving \$20,000
 - Peckham Road Corporation \$37,520

Commissioner Peter Mellen motioned to accept the proposal from JY Paving as presented for the amount of \$20,000. Commissioner Lewis seconded the motion.

7. The Commissioners reviewed quotes for tires for the F350 and the F250. Commissioner Lewis requested to have a quote obtained from Town Fair Tire to compare as well.
8. The Commissioners reviewed and authorized the following:
 - a) 2026 AP Voucher #6 W=\$19,895.65 S= \$122,528.80
 - b) 2026 AP Voucher #7 W= \$88,146.33 S= \$18,294.69
 - c) 2026 Water Abatement W2026 1A for 12 Hillcat Drive for the amount of \$1,243.53 – the meter did not read at time of 1st Issue water billing, so the bill was estimated giving a usage of 77,550 gallons billed the amount of \$1,342.89. On 3/13/26 Cody Boisvert visited the site and obtained an actual reading of 5,917,800 reflecting actual usage of 0 gallons as the school had turned the water off for the season which would have been billed \$99.36.
 - d) Meeting Minutes
 - e) Timecards

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

Meeting adjourned at 7:00 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen

Dave Lewis
Water and Sewer Commissioners