

Town of Hillsborough Water & Sewer Commission
April 28, 2026 Meeting Minutes

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

1. The Commissioners reviewed a Change of Use application submitted by Seamus Wibben, RQ Machine, for 166 West Main Street unit A for a proposed CNC manufacturing business. The Commissioners determined that more information is needed about the business to make the determination if it meets the requirements to be identified as an industrial user that would require an industrial permit for pre-treatment. The Commissioners will have Paul Dutton, Wastewater Operator, visit the site to meet with the business owner to review the machining process and report back to the Commissioners so they can revisit the application at their next meeting.
2. The Commissioners reviewed Water and Sewer New Service applications for a garage with a 1-bedroom apartment over it at 13 Walnut Street.

The Commissioners calculated the System Development Charge (SDC) for the proposed 1-bedroom apartment and garage to be \$1,509.75. The Commissioners approved the Sewer New Service application as submitted conditional upon receiving the SDC and \$100 inspection fee, a total of \$1,609.75. It was noted that there will be fees to connect the new service to the main which will be billed to the owner once the connection is complete.

The Water New Service application was also reviewed by the Commission. It was noted that there is currently a water service stubbed to the property, however, the material of the line is unknown and it has not been in use for several years. The Commissioners stated that once the existing water service stub is exposed, Water Operator Cody Boisvert will need to make the determination if it is a viable option to connect to. If not, a new connection will need to be done at the water main and the cost to do so will be billed to the property owner once completed. The Commissioners approved the Water New Service application as submitted condition upon receipt of the \$2,500 permit fee.

3. The Commissioners reviewed correspondence from the owner of 4 Butler Avenue whose request for an abatement of their 2026 1st issue water bill was denied by the Commission at their March 12th meeting. The owner is currently requesting the Commissioners consider waiving the interest and/or penalties accrued for late payment. Penny Griffin advised the Commissioners that the bill has been paid in full and there was \$27.06 interest accrued at time of payment. Commissioner Dana Clow motioned to apply the \$27.06 paid in interest as a credit on the water service account. Commissioner Dave Lewis seconded the motion. All voted in favor.

4. The Commissioners reviewed and approved Underwood Engineers Engineering Services Request (ESR) 54 Amendment 1 OSRAM IDR Application Review for the amount of \$2,500.
5. The Commissioners reviewed comments in a draft letter from Underwood Engineers regarding the OSRSM IUP application. Commissioner Dave Lewis stated he has questions about some of the data that was submitted as part of the application and would like to address them with Underwood Engineers. Commissioner Lewis will compile his questions to be forwarded to Underwood Engineers.
6. The group reviewed a letter from Zach Lorch, P.E., Pretreatment Engineer at NHDES – Wastewater Engineering Bureau, recommended updates to the Hillsborough Sewer Use Ordinance. The Commissioners agreed to request an ESR from Underwood Engineers for the preparation of a draft update of the existing Hillsborough Sewer Use Ordinance, with current formatting and numbers, as well as inputting the changes that Zach has recommended. Once the updates are finalized by the Commission, a public hearing will need to be held to allow the Commission to formally adopt them.
7. A discussion was held regarding the proposed Cardinal Circle development off Myrtle Street extension. Commissioner Peter Mellen reported that a pre-construction meeting was held, however, water and sewer was not notified and therefore did not attend. It was noted that a Can and Will Serve letter was issued for the project in November 2025 but no formal application or set of plans has been submitted to the water and sewer Commission for approval. It was noted that the Town has approved a project oversight engineer for the road elements of the project, but it is unknown by the Commission who it is or if they are qualified to oversee the installation of water and sewer once the plans are submitted, reviewed and approved. If they are not qualified to oversee water and sewer installation a separate qualified inspector will need to be obtained by the developer at their cost.

The Commissioners asked Penny Griffin to inquire if Underwood Engineers can provide an inspector or names of potential inspectors for the project.

8. The Commissioners reviewed and authorized the following:
 - a) 2026 AP Voucher #8 W=\$19,468.59 S= \$54,643.94
 - b) 2026 Employee Payroll Change Forms
 - c) Meeting Minutes
 - d) Timecards
9. The Commissioners reviewed potential options to repair the fence around the Bear Hill pump station. An option to build a retaining wall for the amount of \$11,075 and a second option of updating the posts and chain link fence for the amount of \$5,800 were reviewed. After discussion, the Commissioners agreed they would like to look

into who owns the property and if there were any agreements regarding fencing. Commissioner Dana Clow noted that there is no broken fence at this time. Discussion will continue at a future meeting.

10. The Commissioners reviewed a request from Cody Boisvert to have a lean-to built on the back of the garage at the Bible Hill reservoir for covered material storage. The Commissioners agreed that they would like to do a site visit with Cody to review the existing stock and what may be needed.

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

Dave Lewis

Dana Clow
Water and Sewer Commissioners