

**Town of Hillsborough Water & Sewer Commission  
May 14, 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. Penny Griffin advised the Commissioners that Jake Stoddard of Underwood Engineers had called to advise that per Highway Foreman Ernie Butler's request, Park Construction is working on a quote to have Holman Street added to the paving of the Whittemore Street project. Jake indicated that this could change the schedule to the project. The Commissioners agreed that it would not be appropriate to add the paving of Holman Street to the Park and Whittemore Street project as it is outside of the project area and the project is already defined. Paving of Holman Street would be a separate project. The Commissioners recommend that Ernie Butler get the name of the contactor doing the paving for the Park and Whittemore Streets project and coordinate the paving of Holman Street for the Town himself. Penny Griffin will relay the information to Jake Stoddard and Ernie Butler.
2. The group discussed the disconnecting of water and sewer services at 171 West Main Street, aka the old Associated Electric site. At the April 22, 2026, Selectmens meeting, the Selectmen agreed to have the Commissioners coordinate with the Highway department to perform the excavation for the water and sewer personnel to cut and cap the water and sewer service lines servicing that property, so they are out of the way for the remaining demolition to ensure nothing gets into the system. The service lines will remain stubbed to the property for connection of potential future construction. Penny Griffin will advise Cody Boisvert and Paul Dutton to coordinate this work with the Highway Department.
3. The group discussed the site visit to the Bible Hill reservoir at the next meeting. The Commissioners agreed to have the regularly scheduled meeting at the office between 6 and 7 pm and then attend reconvene at the Bible Hill reservoir.
4. The Commissioners reviewed Underwood Engineers ESR 60 in the amount of \$8,300 to modify the existing sewer use ordinance (SUO) to address the comments provided in an email and attachments from Zach Lorch, P.E., Pretreatment Engineer at NHDES – Wastewater Engineering Bureau dated April 16, 2026, reviewed at the Commissioners last meeting.

The Commissioners determined \$8,300 is more than they would like to spend on this project. The Commissioners acknowledged that even though the project may take longer than proposed 45 days by Underwood Engineers, the project can be handled in-house. The Commissioners declined Underwood Engineers ESR 60.

5. The Commissioners continued their review of the Change of Use application submitted by Seamus Wibben, RQ Machine, for 166 West Main Street unit A for a proposed CNC manufacturing business. At the Commissioners previous meeting they requested Paul Dutton, WWTF Operator, visit the site to meet with the business owner to review the machining process.

An email sent by Mr. Dutton to the Commissioners, he stated that on May 13, 2026, and Mr. Wibben gave him a tour and showed that he recirculates all his coolant in his machines and does not discharge any product to the municipal sewer. Therefore, Paul Dutton saw no issues to address and has no objection with approving the application.

The Commissioners accepted Mr. Dutton's recommendation and approved the Change of Use application without conditions

6:30pm Jack Franks of Avanru Development, Chad Branon of Fieldstone Land Consultants, and Terry Thomas owner of M11O L152 arrived at the meeting.

6. Chad Branon reviewed the Harvey Farms proposed project to the Commissioners. He explained that they are only looking for water service for the 80-unit senior housing building and 10 single-family house lots. Mr. Branon explained they plan on the project consisting of two (2) phases; Phase 1 – the 80-unit senior housing building with a new water main only as far as that building and Phase 2 – water service to the remaining proposed 10 single-family house lots. When asked what the connections fees would be for the 11 lots, Penny Griffin replied \$7,500 for the 80-unit senior housing building and \$2,500 for each single-family house lot. Mr. Branon stated they would be looking for approval for both phases when they submit the application however, they do not intend on installing the complete proposed water main system in Phase 1 as Mr. Jacks funding sources will be very specifically identified for the 80-unit senior housing building only.

Mr. Branon stated that at this time they do not know if they intend to connect their new proposed system to the main in Harvey Way. They are still working with the Planning Board regarding the need to connect the road to Harvey Way.

The group discussed the Commissioners request for an easement from the proposed project property to the Town of Hillsborough property bordering it for a potential future water system loop connection. Mr. Franks asked if this was the only location the Commission could connect. The Commissioners stated it is the optimum location. Mr. Branon will forward a digital set of plans to the Commission to review and identify exactly where they are requesting the easement.

Mr. Branon asked about the “Stand-by” fees for sprinkler systems. Penny Griffin stated that the current billing is \$99.36 per 5,000 sq ft of building sprinkled. Mr. Franks asked if that was going to change as he thought he remembered discussion on it. The Commission explained that it is one aspect of the proposed water ordinance they are updating, however, the Commission has not moved forward with the proposed ordinances since the public hearing a year ago as they are still working on the revisions. Mr. Jacks asked if there was a fire, do they get billed for usage? Penny Griffin replied they do not as there is no meter attached to determine usage.

Mr. Branon asked there are any other fees that are changing. Commissioner Clow stated there are other proposed changes in the works, however, their application would be considered under the current ordinance fee structure.

Chad Branon asked how long the Commission expects a review of the Harvey Farms’ plans may take for approval. The Commissioners stated that the plans will need to be reviewed by their consultant; however, the Commissioners noted that without sewer aspects to be reviewed the review will take less time than the Hillsborough Heights review had taken. The application will also need to be submitted to NHDES water division for review and comment. Once the Commissioners receive the Harvey Farms plans, they will request an estimate from their consultant for a review.

Commissioner Clow asked when they were looking for construction. Mr. Franks stated they would be submitting funding applications in June 2027 with hopeful construction in 2028.

7. Commissioner Peter Mellen stated that the Commissioners are still waiting for the As-builts for the Hillsborough Heights water mains and sewer. Chad Branon stated he will look into it and get them to the Commission. Commissioner Dana Clow stated that it is important to close out the first project before we start making agreements for the next one.

7:05pm Jack Franks of Avanru Development, Chad Branon of Fieldstone Land Consultants, and Terry Thomas owner of M110 L152 left the meeting.

8. The Commissioners reviewed and authorized the following:
  - a) 2026 AP Voucher #9 W=\$32,203.80 S= \$8,984.62
  - b) 2026 2nd Issue Billing Warrants Water H - \$224,377.15, Water D - \$2,323.88, Sewer - \$332,726.51
  - c) 2026 Sewer Abatement S2026 2A for 188 West Main Street
  - d) 2026 Employee Insurance Rate Change Forms
  - e) Meeting Minutes
  - f) Timecards

9. The Commissioners reviewed and discussed information submitted by WWTF operators Paul Dutton and Alex Mellen regarding assessments of manholes proposed to be maintained this year. The Commissioners agreed they would like more information and will review the current manhole inspection form to make recommended changes to include information they would like to have. Discussions to continue at the next meeting.

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