

Town of Hillsborough Water & Sewer Commission
May 26, 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 group reviewed a draft manhole inspection form. Commissioner Dana Clow stated the form is designed to be user friendly and requires minimal amount of writing. All agreed that it would be beneficial to include a manhole sketch on the backside of the form as well. The Commissioners approved the new manhole inspection form to be used by personnel.

6:30 pm Cody Boisvert, Water Operator, arrived at the meeting.

2. Commissioner Dana Clow stated that he had received an email from Town Planner, Robyn Payson, regarding the sidewalk project weekly meeting that was held on May 26 that was missed by water and sewer personnel. Cody Boisvert stated he had forgotten about the meeting but has since added all future meetings to his calendar.

Commissioner Clow relayed that Ms. Payson indicated that Water and Sewer issues were discussed including putting Gate Boxes over Curb Stops. Ms. Payson states that there are 10 of them and the Town has to pay for those 100%. She says that Mike Vignale (KV Partners) has never heard of doing this before and they would have liked to know more about it. The Commissioners and Cody Boisvert confirmed that Gate Boxes over Curb Stops in pavement is common practice. It ensures you can easily reach the shutoff valve without needing to dig up the asphalt or concrete and it stops the box from shifting and keeps dirt or debris from filling the access channel. Cody Boisvert will discuss this topic at the next sidewalk weekly meeting on June 2.

4. Cody Boisvert stated that the contractor for the sidewalk project, John H. Lyman & Sons, Inc., had reached out to ask about the possibility of installing a catch basin directly over the sewer main. The Commissioners stated that it is not allowed; however, if they would like to discuss it further it is requested that the project resident engineer submit information in writing regarding the issue and outline what they are recommending; pictures would be helpful. This will allow the Commissioners to have all the appropriate information to review.
5. The Commissioners discussed allowing John H. Lyman & Sons, Inc. to open sewer manhole (SMH) covers within the sidewalk project. Currently, water and sewer personnel must go to the project site each morning to open the manholes for them. An agreement was created to be signed by the Commission and John H. Lyman & Sons, Inc. which will allow John H. Lyman & Sons, Inc. to open SMH covers for the

purpose of inspection during the construction of the Hillsborough West Main St Sidewalk Project. This permission is limited to those SMH's in the area of the scope of work for the West Main Street Sidewalk project. Also, John H. Lyman & Sons, Inc. assumes all liability while opening these covers. Any resulting damage to the covers/structures will be repaired by said company at their cost. Cody Boisvert will bring to John H. Lyman & Sons, Inc. for signature.

6. The group reviewed and discussed water regulation updates. Commissioner Dave Lewis and Cody Boisvert will complete their review and submit any comments or suggestions to Penny Griffin to be implemented. The group will follow up at an upcoming meeting to finalize their proposed updates. Once the Commissioners have finalized their proposed revisions, the complete ordinance will be sent to legal counsel and NHDES for review and approval prior to a public hearing being scheduled.
7. Proposed manhole repairs were reviewed and discussed. The Commissioners decided to have 15 manholes repaired to start to ensure we don't go over budget due to unknowns.

The Commission requests the manhole on the highway off ramp area be done first in order to coordinate with NHDOT who has stated they will excavate it as they were the ones who damaged it. Second, the Preston Street/ballfield manhole due to its poor condition. Lastly, the Commissioners request the remaining 13 manholes be prioritized by Paul Dutton by the worst 13 on Jefferson Drive to be done. They understand the manholes may not all be in one area, but they want to make sure to get the worst ones completed this year.

Also, in an effort to reduce costs, if it is determined that a foot or more of brick work is needed, the Commissioners would like a concrete riser installed instead of brick repair. They request that Paul Dutton, Wastewater Operator, purchase a few concrete risers to have on hand for the contractor to use.

6. The Commissioners reviewed and authorized the following:
 - a) 2026 AP Voucher #10 W=\$26,045.85 S= \$48,379.62
 - b) Meeting Minutes
 - c) Timecards
7. The group discussed cancelling and rescheduling the June 11 meeting as Penny Griffin is unable to attend. The Commissioners agreed to cancel the June 11 meeting and reschedule it for 6pm on Tuesday, June 9.

8. A quote to build a lean-to on pre-cast concrete footings at Bible Hill Reservoir for the amount of \$9,800 from Rose Contracting & Design was reviewed.

8:00 pm The meeting was temporarily adjourned to complete a site visit of the Bible Hill Reservoir to discuss improvements and inventory.

8:05 pm the meeting reconvened at the Bible Hill Reservoir.

9. After discussion it was decided that a cement pad for the lean-to was not necessary. Commissioner Dave Lewis motioned to accept the quote from Rose Contracting & Design to build a lean-to on four pre-cast footings as submitted for the amount of \$9,800. Commissioner Peter Mellen seconded the motion. All voted in favor.

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

Meeting adjourned at 8:30 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