

Town of Hillsborough Water & Sewer Commission
June 9, 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 discussed the status of the Park & Whittemore project. Commissioner Peter Mellen stated that the owners of 19 Whittemore Street have requested only loam and no grass seed on the areas being restored on their property. Penny Griffin will relay the information to Jake Stoddard at Underwood Engineers in the morning.

A discussion was held regarding the warranty period for all work, including landscape restoration areas. The commissioners request Penny Griffin obtain the project warranty information from Jake at Underwood Engineers when she speaks with him in the morning.

2. Proposed water regulation updates were reviewed and discussed. Penny Griffin will update the document format. Cody Boisvert is in the process of checking with NHDES to see if they need to review the proposed updates. Once formatted and reviewed by NHDES, if necessary, the document will be submitted to the Commissions attorney for legal review.
3. Commissioner Dana Clow submitted an edit to the manhole inspection form approved at last meeting. Penny Griffin will provide the updated manhole inspection form to personnel for use.
4. Penny Griffin reported that she spoke with Steve Clifton of Underwood Engineers regarding their proposed ESR 60 in the amount of \$8,300 to modify the existing sewer use ordinance (SUO) which the Commissioners determined was more money than they were willing to spend for the task at the May 14, 2026, Commissioners meeting. Mrs. Griffin stated that Steve Clifton recommended counter offering with a fee the Commissioners would feel comfortable paying for the task, and he would relay the request to Underwoods upper management for consideration. The Commissioners agreed to counteroffer \$4,000 to be considered for ESR 60.
5. A Planning Board Lot Line Adjustment application for 83 Henniker Street was reviewed. All agreed that there are no comments from water and sewer as it is not applicable to them.
6. The Commissioners reviewed and authorized the following:
 - a) 2026 AP Voucher #11 W=\$59,946.00 S= \$10,413.81
 - b) Meeting Minutes
 - c) Timecards

7. A roundtable discussion was held regarding possible water main looping scenarios for the dead end 6" water main in Preston Street. The Commissioners would like to see a map with the possible scenarios noted to review. All agreed the looping of the water main would be a project for a future budget and discussions will continue at future meetings.

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

Meeting adjourned at 7:30 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