

Town of Hillsborough Water & Sewer Commission
June 23, 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 OSRAM IDR application which has recently been reviewed by Underwood Engineers. Steve Clifton of Underwood Engineers reported to the Commission via email that OSRAM has addressed any concerns and he recommended the Commission sign the Final IDR 06052026 application and submit it to the NHDES (Zach Lorch) for final approval. Upon review of the application signature page, it was noticed that there are a few blanks that need to be completed. The Commissioners request that Penny Griffin contact Steve Clifton for the information to complete the blanks. Once completed, Commission Chairman, Peter Mellen will sign the application to then be submitted to NHDES.
2. The Park & Whittemore project warranty period was discussed. Jake Stoddard of Underwood Engineers has stated that there is a 1-year warranty period for all aspects of the project. The commissioners request Penny Griffin follow up with Jake at Underwood Engineers to find out at what point the 1-year warranty period starts.
3. As the Park & Whittemore project is nearing completion, the Commissioners would like to begin the process of addressing the properties within the project area that were found to have a sump pump and/or drain connected to their sewer services during pre-project inspections. Such connections are a violation of sewer ordinance §181-7 B (16). One element of the project installed a lateral drainage pipe from the new drainage main to each property edge to give the homeowner with a sump pump and/or drain a place to connect and redirect that flow from the sewer system. The group will work on drafting letters notifying the customers of their violation and the installation of the new stub they can connect to rectify the situation.
4. Penny Griffin reported that Cody Boisvert will begin moving as many of the water shut offs within the Town's West Main Street sidewalk project area that he can; there are about 5 shut offs that cannot be moved and those will require the project contractor to install water gate boxes as they will be in pavement zones.
5. The Commissioners asked Penny Griffin if she has received the as-built drawing of Hillsborough Heights from Fieldstone Engineers or developer Jack Franks yet. Penny replied that she has not heard from or received anything from them.

Penny Griffin advised the Commissioners that, per the August 11, 2022, "Will Serve letter" requested by and provided to Mr. Franks for the Hillsborough Heights project, the remaining reserved capacity of 11,025 GPD for Phase II is set to expire 12/5/2026. The Will Serve letter states:

"1. Capacity required as agreed is: 22,050 gpd

2. It is recognized that Phase I will require 11,025 gpd once operational. The Commission will reserve the balance of 11,025 for Phase II while proper funding for Phase II is completed, with this reservation of capacity for Phase II not to exceed 24 months from the date ADG is issued a certificate of occupancy by the Town of Hillsborough for Phase I.”

The Phase I Certificate of Occupancy was issued on 12/5/2024. The Commissioners agreed to prepare a letter to send to Mr. Franks notifying him of the upcoming expiration date.

6. The Commissioners reviewed and authorized the following:

- a) 2026 AP Voucher #12 W=\$15,939.45 S= \$21,846.41
- b) Meeting Minutes
- c) Timecards

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

Meeting adjourned at 7:20 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