

**Town of Hillsborough Water & Sewer Commission**  
**June 27, 2023 Meeting Minutes**

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

1. The Commissioners reviewed a Change of Use form for 8 High Street. The applicant is changing the space from single residence to a residence and a salon. Commissioner Peter Mellen motioned to approve the Change of Use as submitted subject to a backflow survey by New England Backflow, the Commissions contracted backflow consultant. Commissioner Dave Lewis seconded the motion. All voted in favor.
2. The group briefly talked about cross-country easement clearing versus standard mowing for 2023. Commissioner Dave Lewis presented a list of possible vendors for easement clearing. The group will continue discussions on this when Paul Dutton, WWTF operator, attends a meeting with recommendations after his easement inspections.
3. Penny Griffin advised the board that the new John Deere tractor is scheduled to be delivered on July 10. Commissioner Dave Lewis recommended that Cody Boisvert, water operator, have chain hooks attached to the front of the tractor. A letter to the Trustees of Trust Funds, requesting reimbursement in the amount of \$39,009.69 for the new John Deere tractor purchase from the Sand Replacement Capital Reserve Fund was reviewed and signed.
4. Commissioner Peter Mellen relayed an email he had received from community member, E. Ann Poole, inquiring if the Water and Sewer Commissioners have anything to do with the operations fountain in Butler Park as she was hoping it could be turned on during the summer months. A discussion was held. Commissioner Peter Mellen stated that the Water and Sewer Commissioners are not responsible of the maintenance and operation of the fountain, however, as a community member he was on the committee that completed the park restoration, and he gave an overview of what the committee did. The Commissioners recommendation would be to form a committee for the Butler Park as a follow up to the previous committee.
5. The Commissioners reviewed and authorized the following:
  - a. 2023 AP Vouchers #12 W= \$47,786.97 & S= \$21,991.40
  - b. 6/8/2023 Meeting Minutes
  - c. Timecards

Commissioner Dave Lewis motioned to adjourn the meeting. Commissioner Dana Clow 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