

**Town of Hillsborough Water & Sewer Commission**  
**March 9, 2023 Meeting Minutes**

Meeting called to order at 6:00 p.m. Present were Commissioners Peter Mellen, Dave Lewis and Dana Clow; Cody Boisvert, Water System Operator; and, Penny Griffin, Water and Sewer Administrator.

1. A quote for a replacement John Deere tractor was reviewed and discussed. It was noted that John Deere offers a biodegradable transmission and hydraulic fluid option which would be an appropriate choice since the tractor works atop the sand filters within the water treatment facility. Cody Boisvert stated that there were 3 of the quoted machine models onsite at the Concord dealership so there shouldn't be an issue with availability. The group agreed to continue discussions at a future meeting.
2. The project of sand replacement in the filters at the water treatment facility was discussed. Cody Boisvert proposed that the Commission purchase a replacement tractor and hire a contractor to use it to replace the sand. The Commissioner's asked Cody Boisvert to obtain labor costs and to put together a proposed schedule to review at a future meeting.
3. Chairman Mellen motioned to go into nonpublic session under RSA 91A:3II (a) personnel. Commissioner Lewis seconded the motion. Motion passed unanimously. Commissioner Mellen motioned to come out of nonpublic session at. Motion was seconded by Commissioner Lewis. Motion passed unanimously. Commissioner Mellen motioned to seal the minutes of the nonpublic session. Motion was seconded by Commissioner Lewis. All voted in favor.

7:00 pm Cody Boisvert left the meeting.

4. A quote from Integrated Door Solutions for the amount of \$7,841.00 to remove 1 existing steel double door and 1 existing steel single door and install 1 new set of steel double doors and 1 single steel door with new frames and hardware was reviewed. Commissioner Dave Lewis motioned at accept the quote as presented and authorize the work to be done. Commissioner Dana Clow seconded the motion. All voted in favor.
5. The Commissioners reviewed and authorized the following:
  - a. 2023 AP vouchers #5 water = \$18,682.46 & sewer = \$24,096.15
  - b. 2/28/2023 Meeting Minutes
  - c. Timecards

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

Meeting adjourned at 8:15 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes  
Approved by:

Date:

Peter Mellen, Chairman

Dave Lewis

Dana Clow  
Water and Sewer Commissioners