

**Town of Hillsborough Water & Sewer Commission
December 29, 2016 Meeting Minutes**

Meeting called to order 6:00 pm. Present were Commissioners Peter Mellen and Chris Sieg; and, Penny Griffin, Administrator.

The Commissioners discussed the options available to obtain a new truck. The options of leasing versus purchasing were discussed. The Commissioners agreed that Commissioner Sieg will meet with Paul Dutton to discuss the options needed for the vehicle and then the Commissioners can obtain quotes for both purchasing and leasing to make their decision. Commissioner Mellen asked if the current vehicles get oiled annually and Penny stated that she would need to check with Paul Dutton for that information. Commissioner Mellen stated that the vehicles should be being oiled annually to prevent rust.

The Commissioners reviewed and discussed the water budget. Penny Griffin advised the Commissioners that she is still waiting for the maintenance agreement quote for 2017 from Atlantium for the UV system. The Commissioners noted that the budget is proposed to increase due to several factors such as a new loan payment, existing loan payment increases and the cost to hire another full time employee. A discussion was held regarding the possibility of needing to raise water rates. Penny will contact Commissioner Wiegelman to review the rates and the Commissioners will continue the discussion at the next meeting.

The Commissioners reviewed a request from Penny Griffin to reimburse the operating budget for costs associated with the Weatherstone Crossing project from their escrow account. Commissioner Mellen motioned to authorize the reimbursement. Commissioner Sieg seconded the motion. All voted in favor.

The Commissioners reviewed and authorized the December 8, 2016 meeting minutes, AP vouchers number 24 for water in the amount of \$73,708.28 and sewer in the amount of \$129,043.62; and, time cards.

Commissioner Mellen motioned to adjourn the meeting. Commissioner Sieg seconded the motion. All voted in favor. Meeting adjourned 8:00 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by: Date:

Peter Mellen, Chairman

Chris Sieg
Water and Sewer Commissioners
Town of Hillsborough