

Town of Hillsborough Water & Sewer Commission
February 13, 2020 Meeting Minutes

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

The Commissioners reviewed and authorized the following:

- January 28, 2019, meeting minutes
- 2020 AP vouchers #3
 - o Water \$49,866.55
 - o Sewer \$24,938.39
- 2020 1st issue billing warrants
 - o Water – Hillsborough \$156,027.60 and Deering \$2,186.38
 - o Sewer - \$209,102.29
- 2020 Lien Warrant in the amount of \$168,070.36
- Abatements for 63 West Main Street
- Timecards

The Commissioners reviewed a letter to the Trustees of Trust Funds regarding the creation of two (2) new capital reserve accounts.

Commissioner Sieg made a motion to establish a Bible Hill Reservoir Capital Reserve Account, to be held by the Trustees of Trust funds, using \$10,000 from funds in the water department surplus reserve. This Capital Reserve account will be used to hold monies to use for projects to improve the condition of the reservoir when needed. A line item will be added to the operations budget to add funds each year to this capital reserve. Commissioner Mellen seconded the motion. Motion approved.

Commissioner Sieg made a motion to establish a Loon Pond Watershed Protection Capital Reserve Account, to be held by the Trustees of Trust funds, using \$15,000 from funds in the water department surplus reserve. This Capital Reserve account will be used to hold monies to use for projects to protect the watershed. A line item will be added to the operations budget to add funds each year to this capital reserve. Commissioner Mellen seconded the motion. Motion approved.

Commissioner Mellen motioned to adjourn the meeting. Commissioner Sieg seconded the motion.

All voted in favor.

Meeting adjourned 7:00 pm

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes
Approved by:

Date:

Peter Mellen, Chairman

Chris Sieg
Water and Sewer Commissioners