

**Town of Hillsborough Water & Sewer Commission**  
**January 28, 2020 Meeting Minutes**

Meeting called to order 6:00 p.m. Present were Commissioners Peter Mellen, Chris Sieg, and Dave Lewis; Cody Boisvert, water system operator; and, Penny Griffin, Administrator.

In regard to the needed reservoir hatch repairs recommended from the recent reservoir tank inspection, Cody Boisvert stated that he will be speaking with two (2) other companies to obtain proposals for the work needed.

The group conversed about the possibility of a water main loop project. Underwood Engineers ESR 23 for the Water Loop Routing Feasibility Evaluation for \$8,900 was reviewed. Commissioner Mellen motioned to authorized ESR 23. Commissioner Lewis seconded the motion. All voted in favor.

Cody reported that water meter readings for the first issue bill are in process. He stated that he has trained new employee Alex Mellen and will be having him complete the readings on his own.

Mr. Boisvert also informed the Commissioners that he and Mellen have been going door to door updating water meters with new register heads with radios. He opined that it would make the task of meter reading much simpler once all the meters have been updated. It was estimated that there are about 250 meters left to update.

7pm Cody Boisvert left the meeting.

Penny Griffin advised the Commissioners that she had been advised the new OSRAM Industrial pretreatment application will be submitted electronically by January 31, 2020.

The Commissioners reviewed and discussed the 2020 proposed budget. All agreed on submitting a water operating budget warrant in the amount of \$722,672 and a sewer operating budget warrant in the amount of \$868,229.

The Commissioners reviewed current capital reserve accounts. All agreed that it would be beneficial to set up two (2) more capital reserve accounts:

- 1 - Watershed Protection Capital Reserve in the amount of \$15,000; and,
- 2 - Bible Hill Reservoir Improvements Capital Reserve in the amount of \$10,000

The funds to set these accounts up will come from the New Hampshire Public Deposit Investment Pool (NH PDIP) water account. Penny Griffin will prepare the necessary paperwork for the next meeting.

The Commissioners reviewed and authorized the January 9, 2020, meeting minutes; 2020 AP vouchers 2A and 2; and, timecards.

Commissioner Mellen motioned to adjourn the meeting. Commissioner Lewis seconded the motioned.

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

Dave Lewis  
Water and Sewer Commissioners