

**Town of Hillsborough Water & Sewer Commission
November 24, 2020 Meeting Minutes**

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

The group reviewed and discussed a draft revised agreement between Emerald Lake Village District and the Commission regarding future water purchase. The main item introduced to the agreement is to charge for the Commission's representative time to oversee the water transfer. All agreed with the revisions. The Commissioners agreed that due to the COVID-19 issues, they will mail the proposed revised agreement to the Emerald Lake Commissioners for review.

The Commissioners continued their review of the request to reduce the number of sewer units charged to 52 West Main Street that was tabled at the last meeting pending the receipt of information requested on the application form. The property owner states there are 2 full time employees and 1 part time employee which equates to 1 sewer unit for the commercial space per the Code of the Town of Hillsborough 181-51 (10) "Commercial establishments, including but not limited to retail stores, wholesale distributors, business operations, barber- and beauty shops, banks, post offices, funeral homes, professional and business enterprises not heretofore or hereinafter described, shall be charged at the rate of one unit for each ten (10) employees or fraction thereof."

Each apartment is charged 1 sewer unit per Code of Town of Hillsborough 181-51 (2) "Each multiple-use building, other than a boardinghouse, nursing home, tourist home, hotel or motel, with which space is allocated for business or professional offices, commercial occupancy or apartments shall be charged at the rate of one unit for each dwelling unit, apartment unit, professional business or commercial space allocation."

The Commissioners authorized the change in the number of units for 52 West Main Street from the current 4 to 3. The Commissioners noted that should the property owners ever want to have other businesses in the space in the future they will need to submit a Change of Use application along with any applicable fees to the Water and Sewer Commission.

The Commissioners reviewed and authorized the following:

- November 12, 2020 meeting minutes
- 2020 AP vouchers #22
 - o Water \$71,502.61
 - o Sewer \$132,179.40
- Timecards

Commissioner Chris Sieg motioned to adjourn the meeting. Commissioner Peter Mellen seconded the motioned.

All voted in favor.

Meeting adjourned 7:45 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