

TOWN OF ASHLAND WATER & SEWER DEPARTMENT

6 COLLINS STREET
ASHLAND, N.H. 03217



PLANT: 968-7193
BUS. OFFICE: 968-4002
PLANT FAX: 968-4012

Ashland Water and Sewer Dept.

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April 16, 2013

**Ashland Water & Sewer Commission Meeting Minutes
April 16, 2013 Ashland Utilities Office, 6 Collins St. 7:00 P.M.**

7:00 P.M. Chairman, Robert Boyle Opened Meeting, called roll.

MEMBERS PRESENT: Alan Cilley, John Hughes & Robert Boyle

CALL TO ORDER: Bob Boyle called the meeting to order at 7:00 PM

OTHERS PRESENT: Linda Pack, Christine Austin, Sandra Coleman & Rusty Cross

MINUTES APPROVED: John made a motion to approve the minutes of March 28, 2013, April 3, 2013 and April 10, 2013 as presented. Alan seconded the motion. Vote was unanimous.

OLD BUSINESS: Bob Boyle made a motion to appoint the Water & Sewer Commissioners as agents over all Water & Sewer Funds. Alan Cilley seconded the motion. Vote was unanimous.

John Hughes reported prices for a Flag for the Water/Sewer Office would range between \$50.00 to \$164.00. He stated that Mel Holland could make a pole with flag for approximately \$50.00. Bob made a motion to have Mel make a pole with flag for \$50.00. John seconded the motion. Vote was unanimous.

Tomorrow's meeting at 7:30 P.M. with the CIP Committee was discussed and Alan feels it will take many hours to get done what the Committee would like to have done.

The letters sent to the Town Office from Emery & Garrett were discussed with Rusty. He will contact Doug Heath from the EPA to find out why Emery & Garrett are assessing charges to the Water/Sewer Department. He was under the impression that the State would be paying these fees.

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John Hughes gave a report on the Personnel Policy Committee Meeting. He stated that several changes to the policy were suggested but nothing approved yet. They will meet again next Friday.

Bob Boyle made a motion to hire a Grant Writer to help the Department to apply for Grants. Motion seconded by John Hughes. Vote was unanimous.

NEW BUSINESS: A lengthy discussion took place regarding a time limit on meetings. Bob made a motion to limit meetings to 1-1/2 hours. John seconded the motion. After some discussion Bob withdrew his motion. However, Bob still wants John and Alan to finish with their report on what they would like to see done by the end of this year.

Alan put together information regarding the Leavitt Hill project of Barry Gaw and passed out copies of the Planning Board information. Alan would like a joint meeting between the Commissioners, Highway Dept. and Board of Select to discuss this project. Alan stated he would like Barry Gaw to come in for clarification at a work session. Bob should contact Barry Gaw with some time frames and give him 3 choices of times to meet but not at a regular meeting.

During a lengthy discussion several comments were made by Sandra Coleman and Alan Cilley regarding following an agenda. Alan Cilley and Sandra Coleman felt the Department needs to have a written detailed agenda to follow for each meeting. Linda Pack advised the Board that all three Commissioners should decide on issues to be brought up at meetings. The agenda currently being used is generic in nature and can be used as an outline. Linda reported that any other duties regarding agendas would have to be done by someone else as she would not have the additional time to devote to them.

Alan wished to discuss the Thompson Street Project and John wanted to know what the Highway Department is going to do first. Alan made a motion to discuss this project with Tim Paquette of the Highway Dept. John seconded the motion. Vote was unanimous.

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John Hughes made a motion to hire a Water & Sewer Superintendent. Bob Boyle seconded the motion. During discussion Alan stated he felt it would conflict with the contract with Utility Partners. John stated a Superintendent was needed to oversee the various projects that are currently being worked on by the Board. Vote: Bob - yes, John - yes, Alan - no.

Signing of Accounts Payable Manifest \$26,499.64 and
Payroll Manifest \$483.57

NON-PUBLIC SESSION: None

ADJOURN: John made a motion to adjourn the meeting at 8:50 P.M.
Alan seconded the motion. Vote was unanimous.

Respectfully submitted,

Linda A. Pack
Linda A. Pack
Ashland Water & Sewer Dept.