

**Ashland Water and Sewer Commission Minutes**  
**April 4, 2017**  
**6 Collins Street**  
**Ashland, NH**  
**6:30 PM**

**CALL TO ORDER:** David Toth called the meeting to order at 6:30 PM.

**MEMBERS PRESENT:** Members present were Alan Cilley and David Toth.

**OTHERS PRESENT:** Members of the public present were Christine Cilley and Rusty Cross

**NEW BUSINESS:** Rusty distributed his monthly report to the Commissioners. He advised that he has spent much of his time removing snow. He reported that he has been working on the bays at the Waste Water Treatment Plant. He has completed the installation of the plywood. He needs to complete the painting of the interior of the bays and install the doors.

Rusty has been working on completing the groundwater discharge permit process for the Waste Water Plant. It has to be signed and submitted.

Rusty has uninstalled the radio on the tower and sent it for repair. Rusty has talked with AD to come and assess the radios and give us an estimate to replace the present computers at the Septage Receiving Station.

The Commissioners discussed with Rusty a trammel unit that would dewater the septage coming to our Septage Receiving Station. This process would get rid of waste solids and dewater the waste reducing the septage to a sloppy material. There would no longer be a need for a holding tank. A dewatering container may need to be installed. A representative of the company would be happy to meet with the Commissioners to clarify the dewatering process. The proposed unit could process 600-700 gallons of septage per minute. The ramp of the Septage Receiving Station needs to dry out from our snowy weather.

Alan and Rusty will meet with representatives from Whip O Will to determine Whip O Will's present plans for water and sewer service to the property. It is expected that this meeting will take place by the end of the week.

Alan and Rusty spoke with representatives of the NH Department of Transportation. Alan and Rusty were advised that the Department of Transportation can schedule to repave Winona Road sometime in July of 2017. With all the other State paving projects already scheduled by the Department of Transportation they will give Ashland one week's notice prior to beginning the paving of Winona Road.

If River Street repaved in this paving season it will mean raising the manholes so they are level with the new pavement. Rusty will coordinate raising the manholes with Tim.

The Selectboard will be making a decision on what to do with Thompson Street. The department will coordinate installing water lines with the town if necessary.

At a recent Selectboard meeting the Board discussed the Site Access Agreement. If Ashland decides to sign the agreement it won't change the Water and Sewer Department's position as intervenors. The Board was advised that the Site Access Agreement will be modified to include on testing on the well field and lagoon areas.

The Commissioners discussed the Operating and Maintenance Plan for the department. Corrections were made to the plan. The sewer rates were changed and updated. The terms "Town Administrator" and "Selectboard" were changed to "Commissioners." The plan was sent to Tracy Wood for her feedback. The wording relative to the capacity of the lagoons and the capacity of the system was clarified.. There will be a fog inspection for local restaurants which will be done quarterly beginning in September 2017.

The Commissioners will ask Michelle to return the GIS unit. She will make a schedule and complete all training for all employees on the GIS System.

The Commissioners will contact an Asset Management consultant to discuss developing an Asset Management Plan and computerized maintenance program.

The Commissioners contacted Walter Mitchell's office, Town Attorney, relative to the need to have warrant articles in order to be able to apply for an SRF loan. The Commissioners were advised that in order to apply for a SRF loan there needs to be a warrant article on the Town Meeting ballot. The Commissioners were told that they would be eligible to apply for next year. They would need to pre-apply. The pre-application would be available in May and the deadline for the pre-application would be due the end of June. An SRF loan could be the more expensive avenue to pursue to pay for a large town project. It would mean adhering to Federal regulations.. An SRF loan could be investigated for both the Thompson Street Project and the upcoming Highland Street Project. The Thompson Street Project could be put on the ballot again next year.

Rusty will coordinate with Steve Heath when scheduling the yearly flushing of the town's hydrants so that the flushing and any necessary hydrant testing can take place at the same time.

The Commissioners discussed the Capital Reserve Fund for Water and Sewer Projects for the coming calendar year. They were advised by Patrick Mohan of Melanson & Heath that they should create one Capital Reserve Fund for both the water and sewer departments. The Commissioners need to discuss further how much money to put in capital reserve this year to cover capital expenses..

The Commissioners discussed briefly the Commissioners stipends. Alan Cilley made the following motion: To request stipends for Mr. Badger, Mr. Toth and Mr. Cilley in the appropriate amount of \$3,500:

- \$1,500 for Mr. Badger (chair)
- \$1,000 for Alan Cilley
- \$1,000 for David Toth.

David Toth seconded the above motion. With two votes in the affirmative the motion passed.

**ADJOURNMENT:**

Alan made a motion to adjourn. David Toth seconded the motion. With two votes in the affirmative the meeting adjourned at 7:30 PM.

Respectfully submitted,  
Paula Hancock  
For the Ashland Water & Sewer Dept.