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**ASHLAND BOARD OF SELECTMEN  
WORK SESSION MEETING MINUTES  
THURSDAY, MARCH 28, 2019  
ASHLAND UTILITY BUILDING  
8:00 A.M.**

**I. CALL TO ORDER**

Chairman Frances Newton called the meeting to order at 8:00 a.m. with a roll call vote; Selectmen Leigh Sharps, Kathleen DeWolfe, and Eli Badger all signified they were present, Selectman Casey Barney was absent. Also present for this meeting was Town Manager Charles Smith.

**II. SELECTBOARD ITEMS** – with this meeting the Selectmen continued their discussion about transitioning to a Town Manager form of government and an operational standpoint with the town utility departments. Selectmen reviewed their attendance at the recent meeting with the Ashland Electric Commissioners and the upcoming projects with the department. Board members discussed contractual operation contracts with outside vendors and the benefits of hiring a firm versus internal hiring.

**III. OTHER BUSINESS**

- a. Board talked about Monday’s Board of Selectmen’s meeting agenda.
- b. The Selectmen continued their review of examples of a Town Manager’s job description. Board members are to meet April 4<sup>th</sup> at 9 a.m. in the Utility Building to continue preparing the Town Managers job description.
- c. Town Manager offered to have meetings with the former Water & Sewer Commissioners over the coming months for institutional knowledge and the continued development of the septage receiving project. Town Manager will also meet with Utility Partners and the Electric Superintendent about managing the departments.

**IV. Board of Selectmen adjourned their meeting at 9:29 a.m.**

*Town Manager Charles Smith wrote these meeting minutes on March 28, 2019.*