Meeting was called to order at 7:00 PM by Chairman Fogg.

In attendance were; Chairman Peter Fogg, Commissioner David Wadleigh, Administrator Ames.

Also in attendance: Selectmen Katherine Dawson.

First order of business was to discuss the Selectmen’s adopted employee manual. Selectmen Dawson asked what concerns the Commission had in adopting the employee manual. Chairman Fogg responded that there were concerns regarding; that the Commission did not have any input in creating the manual before it was adopted by the Selectmen, The Commission is not mentioned in the handbook - everything is directed to the Selectmen – this relinquishes the Commission’s power- this may be a conflict with Statute 149, the paid time off policy, educational leave at the sole discretion of the Selectmen meaning the Commission would have no say, the search policy, a statement regarding the Town assuming no liability for damage caused by Town vehicles and employees.

Commissioner Jason Wright joined the meeting at 7:05 PM.

Chairman Fogg continued to highlight some of the Commission’s concerns with the handbook; the policy on Conflicts of Interest which he feels the Selectmen may have violated with a recent letter, creating a hostile work environment and the lunch break schedule.

Ms. Dawson stated that when the Selectmen were working on the manual she did not consider the Sewer Commission as it is her opinion that although the Sewer Commission is connected to the Town she feels that they are separate. She stated that the system in place had worked for all involved for many years and her belief that “if it’s not broke, don’t fix it”.

Chairman Fogg stated that he had a recent conversation with State Senator Kathleen Sgambati regarding adding a rider to Statute 149 to clarify it.

Ms. Dawson stated that she had written an email to LGC on 3/5/08 asking for clarification on Statute 149, regarding who Administrator Ames actually works for; the Selectmen or the Commission. Although there has been correspondence back and forth, it is still being investigated. Chairman Fogg stated that if Administrator Ames works for the Selectmen that the Town should be paying her salary rather than the Commission. Chairman Fogg stated that the Commission has tried hard to work with the Town in a cooperative manner on other issues in the past.

Selectmen Dawson clarified with the Commission the following points; The Commission opts to keep the old handbook at this time, The Commission feels that Administrator Ames is their employee rather than the employee of the Board of
Selectmen, The Commission would like to keep the same system in place that is currently being used.
Ms. Dawson is researching with the Insurance Company that the policy now in place is acceptable in regards to insurance coverage.
Discussion ensued on Commissions and Districts and policy.
Commissioner Wright wondered why Selectman Cavanaugh had bypassed having a conversation on the issues with the Commission and instead gone to the LGC.
The challenges of running the Town as a business were discussed.
Commissioner Wadleigh stated that he would like to know what the problem with the old system is, as the Commission only has one employee.
If the Selectmen realize that Administrator Ames is an Administrator and not a secretary was discussed.
The challenges of changing policies were discussed. The previous employee handbook was discussed.
Ms. Dawson asked Chairman Fogg to submit to her, in writing, a list of items that the Commission has issues with in the Handbook and any thoughts or requests on relocation of the office when the lift is installed into Town Hall.
Ms. Dawson thanked the Commission and left the meeting.

Minutes of the February 19th, 2008 meeting were reviewed.

Discussion on the recently approved lift for Town Hall and possibly relocation of the Commission office was discussed.

Motion by Commissioner Wright to approve the February 2008 minutes as presented. Motion seconded by Commissioner Wadleigh. Motion voted, motion passed.

The March 2008 Payables were reviewed. The Commission’s cell phone was discussed. It is no longer under contract. Administrator Ames will get a replacement phone for the Commission. Motion by Commissioner Wright to approve the Payables in the amount of $1,073.48. Motion seconded by Commissioner Wadleigh. Motion voted, motion passed.

Motion by Chairman Fogg to transfer $50,000.00 from Northway Bank to the NHPDIP account. Motion seconded by Commissioner Wadleigh. Motion voted, motion passed.

The Commission reviewed Park’s Pay Req. #10. Pay Req. #10 references Change Order #6 which was for the Road Project. The Commission believes that because the Pay Req. is for Road only that the Commission does not need to sign off on it. Motion by Chairman Fogg to approve the Park Construction’s Pay Req. #10 in the amount of $32,562.92. Motion seconded by Commissioner Wright. Motion voted, motion passed. If the request needs to be signed, the Commissioner’s will be informed.

The USRDA monthly budget report was reviewed.
Turner Invoices for the Lochmere Project were reviewed. The Commission opted to hold the following invoices for the reasons specified. Invoice #932 – to inform Turner that the
Commission feels this invoice should be split between sewer and road, #931 – clarification on what exactly Mr. Bouchard did to incur these charges, #952 – clarification on if this invoice is for a pump station and which one, #950 – clarification on which permits and what the credit is for.

Motion by Commissioner Wadleigh to approve the **USRDA Monthly Budget Report**. Motion seconded by Commissioner Wright. Motion voted, motion passed.

Motion by Chairman Fogg to approve **Turner invoices**: #951 for $160.00, #953 for $1,180.00 and #954 for $190.00 for the Lochmere Sewer Project. Motion seconded by Commissioner Wright. Motion voted, motion passed.

The Commission discussed the **Lochmere Country Club bill**. Ms. Chaille had questioned the bill, as it was double the amount she has usually been charged. Administrator Ames had gone out and rechecked the meter when first questioned. At that time, the restaurant was closed for vacation. The meter reading was the same as originally read. This indicated that there was not a leak. As it is the end of the quarter, no action will be taken until the meter is reread.

The Commission discussed the **bill for Robert DeForge**. There was found to be a defective meter on the property. A new meter has been installed. The Commission discussed basing the bill off the highest bill incurred in the past. Administrator Ames will gather the information on past billing.

An **Application** for the Franklin Plant was received from **R10-0022**. After reviewing the application, the Commission opted to ask for more information before approving it.

Sign off forms for the **Route 3 project** were reviewed. Motion by Chairman Fogg to approve the **Certificate of Completion** and authorize payment to Scott Construction. Motion seconded by Commissioner Wadleigh. Motion voted, motion passed.

The Commission discussed the recently approved warrant article for repairs of the road itself on **Peabody St.**. Commission Wadleigh stated that from the last manhole to the end of the Street, the sewer line may need to be replaced. Sewer work was done approximately 5-6 years ago on Peabody St. Administrator Ames will see what plans exist for this street.

Chairman Fogg suggested that he obtain prices from Mike Farrington and Bob Claridge to address the issues at the **Chase and Camire properties**, as Ken Partridge does not seem to have the time to address the issues.

The Commission suggested Administrator Ames find out who is designing the work on Peabody St. and inform them that the Commission may want to replace a short distance of sewer line. Commissioner Wadleigh suggested he may meet with the Director of Public Works and the Water District regarding this issue.
Chairman Fogg will wait until spring to obtain quotes from Mr. Claridge and Mr. Farrington.

**Draft Change Orders** for the **Lochmere Sewer Project** were reviewed.

Motion by Commissioner Wadleigh to adjourn. Motion seconded by Commissioner Wright. All were in favor.

**Meeting adjourned at 9:00 PM.**

Respectfully submitted,

Johanna Ames