



OFFICE OF THE
WATER DEPARTMENT
TOWN HALL, 511 MAIN STREET
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Water Department Minutes Tuesday, April 12, 2011

Meeting was called to order at 7:00pm by Water Department Chairman, Karl Huber
Water Department Commissioners in attendance: Peter Georges and Bob Gamache
Board of Road Commissioners in attendance: Mike Martin and Dave Crandall
Meeting held: At the Dunstable Town Hall – lower level

Discussion on Shared Employee with the Board of Road Commissioners

The Dunstable Water Department and the Board of Road Commissioners held a joint meeting to discuss the funding of a Highway Department employee. Over the past couple of years, the Road Commissioners have asked for an additional employee which was not supported by the town budget. The Finance Committee is now considering the request as long as the Water Department agrees to financially supplement a portion of pay and benefits. Having an additional employee will provide Highway with adequate daily coverage and the Water Department with a knowledgeable staff member at their disposal.

The Water Commissioners discussed whether they could afford to pay an employee 6, 7, or 8 hours a week, with the Highway Department picking up the remaining hours (for a total of 40 hours/week). The Secretary mentioned a discussion she had with the Town Accountant who said that because the Water Department is an Enterprise Fund, they would need to pick up a portion of the medical and Medicare benefits cost for all Water Department employees which will change the fiscal year 2012 budget.

After discussion, Peter made a motion to support a shared employee (with the Highway Department) for 7 hours per week, as well as pay a portion of the medical and Medicare benefits for both employees (shared highway and secretary). Bob 2nd the motion. – Motion passed unanimously.

The discussion then turned to how the employee will be paid. The Water Commissioners explained that the way the utility works is that they may not have any jobs one week, but need someone for 12 hours the following week. Work is dependent upon the time of year, scheduled projects and emergencies. It was finally decided that a payroll sheet for the employee would be submitted for 14 hours every two weeks and a separate sheet will be submitted to the Water Department Secretary with the actual hours worked and jobs performed. By the end of the year, the shared employee must work the 364 hours for the Water Department.



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The Water Board requested David Tully, Jr. as the Highway employee that would put in the hours for the Water Department because of his knowledge of the water system. The Road Commissioners agreed to the request.

The Water Board and Board of Road Commissioners will meet with the Finance Committee to present their proposal on Tuesday, April 19th at 7:00pm

The Water Board also agreed to accept the new fiscal year 2012 budget with the changes that were discussed tonight. This budget will be submitted to the Finance Committee on Tuesday.

Motion made to close the meeting at 7:58pm. Motion 2nd. – Motion passed unanimously

Respectfully submitted,

Cheryl A. Mann
Secretary
Dunstable Water Department