

**ALTON WATER WORKS
67 FRANK C. GILMAN HIGHWAY
ALTON, NEW HAMPSHIRE**

**MINUTES OF JANUARY 22, 2014
REGULAR MEETING**

PRESENT: Chairman John Conboy
Vice Chairman Paul White
Commissioner Richard Glidden

A. CALL TO ORDER: Motion was made by Chairman Conboy to call the meeting to order at 9:35 am.

B. PUBLIC INPUT: Phil Stevens came in to see what the schedule was for his repair on Church Street. His repair is scheduled for Monday AM January 27.

C. APPROVAL OF MINUTES: Vice Chairman White made a motion to accept the Minutes of the Regular Meeting of December 16, 2013. Commissioner Glidden seconded the motion. A vote was taken, all were in agreement. The Minutes of the Regular Meeting of December 16, 2013 were accepted as read.

D. CORRESPONDENCE: NONE

E. SUPERINTENDENTS REPORT: The pump station is running an average of 12.5 to 13 hours per day @ 230,000 to 240,000 gallons per day.

Alton Law Office on Mooney Street reported no water on Jan 13th. Mr. Noyes investigated and discovered that there was a considerable leak next to the building and a small leak at the curb box. Bill Creteau with SUR Construction will be working for Profile Bank and the job is scheduled for Jan 23, 2014. The Alton Water Works will supply the material to repair the leak by the building and SUR will dig out the curb box so that it can be replaced.

F. OLD BUSINESS: New billing statements. The new statements worked great for the billing cycle of Oct, Nov and Dec.

G. NEW BUSINESS: The folding machine for the bills was borrowed from the Town Hall. Vice Chairman Paul White made a motion "To purchase a folding machine for the Alton Water Works." Commissioner Richard Glidden seconded the motion. A vote was taken and all were in agreement. A folding machine will be purchased for the Alton Water Works.

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Vice Chairman Paul White stated that based on the premise that the Town of Alton is going to be growing and more and more services will be required, sometime in the spring, the Alton Water Works will establish growth criteria for long range planning. Detailed job descriptions need to be established along with a chain of command policy which is to be posted in the office. A policy for handling work orders will also be established. Work orders will be posted with start and finish times scheduled, all temporary repairs will have a permanent repair order scheduling when the permanent repair will be done.

Grants should also be investigated for State and Federal funding.

H: NON-PUBLIC SESSION: NONE

I. ADJOURNMENT: Motion was made by Chairman Conboy to adjourn the meeting. Motion was seconded by Commissioner Glidden, vote was taken, motion passed. Meeting was adjourned at 10:13 am.

Respectively submitted:
Penny Williams - CLERK

DATE SIGNED

JOHN CONBOY - CHAIRMAN

PAUL WHITE – VICE CHAIRMAN

RICHARD GLIDDEN – COMMISSIONER