

TOWN OF ALTON WATER DEPARTMENT
67 FRANK C. GILMAN HIGHWAY
ALTON, NEW HAMPSHIRE

APRIL 5, 2017

MEETING MINUTES OF THE ALTON WATER WORKS COMMISSION

CALL TO ORDER: Chairman C. Mitchell called the meeting to order at 6:00 p.m.
Present: C. Mitchell, L. LaCourse, N. Downing, Commissioners. Liz Dionne, T.A.

APPROVAL OF AGENDA: N. Downing motioned to approve the agenda. L. LCourse seconded. All in favor.

APPROVAL OF MINUTES: Minutes of the Regular Meeting of March 29, 2017 had not been completed at this time for review and approval. The Commissioners noted that according to the Town of Alton Personnel Manual, Chapter 7.2 (e)...Public Session minutes must be available to the public and should be forwarded to the Selectmen within one hundred forty-four (144) hours of the meeting.

NON-PUBLIC. The Commissioners entered into Nonpublic Session at 6:20 p.m. per RSA 91-A:3 II (a). Separate Nonpublic Session Minutes were recorded and sealed.

PUBLIC SESSION: Re-convened at 7:28 p.m.

CORRESPONDENCE: None.

COMMISSIONERS REPORT: A correction of the report of March 29, 2017 was made pertaining hours of pump operation and associated gallons per day. The correct data is: Jones Field pump was running an average of 8.97 hours per day @ 188,370 gallons per day.

OLD BUSINESS: The equipment list for supplies on hand and supplies needed has not yet been generated as requested at the last meeting. The recommendation was made to establish deadlines for tasks when the task is assigned.

NEW BUSINESS: 1. Accountability of employees was discussed, along with the need of creating a calendar of the proposed tasks for the month to keep everyone on task. The Commissioners will be seeking the input of all employees while developing this schedule since the employees have the past experience and knowledge of when various routine functions take place. For instance, during which time frame seasonal water is turned on and turned off.

2.Re-organizing Personnel, including schedules of the days and hours of work was discussed. This will be studied and further consideration given in the near future. The need for an additional operator was discussed as well and will be given consideration.

3. Water Systems Management. The following Goals were outlined with the objective of striving for System sustainability.

- a. Create and up to date as-built of the Water System.
- b. Establish a complete list of assets with their associated values.
- c. Up-date the annual operating costs to include financial reserve accounts, such as: Debt-Service Reserve, Emergency Reserve, Planned Equipment/Replacement Reserve, and (Major) Capital Improvements Reserve.
- d. Analyze Revenues, i.e.: Metered Services, Un-Metered Services, Seasonal Services, Other Revenues such as hydrants, Grants, etc.
- e. Update and/or Develop and employee manual to include Employee job descriptions, Commissioner Responsibilities, Volunteer guidelines, and regular policies.

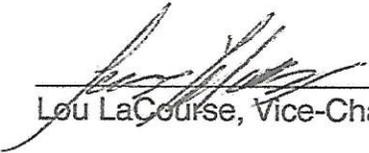
NEXT MEETING: Scheduled for Wednesday, April 12, 2017 at 6:00 p.m. ..
at the Water Department Office.

Adjournment: 8:30 p.m.

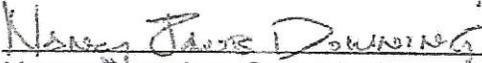
These minutes recorded by: N. Downing, Commissioner

APRIL 12, '17
Date Signed

Courtney Mitchell, Chairman



Lou LaCourse, Vice-Chairman



Nancy Downing, Commissioner