

**ALTON WATER WORKS
67 FRANK C. GILMAN HIGHWAY
ALTON, NEW HAMPSHIRE
MINUTES OF NOVEMBER 30, 2016
REGULAR MEETING
OF THE ALTON WATER WORKS COMMISSIONERS**

PRESENT: Vice Chairman Edward Peterson
Commissioner Courtney Mitchell
Mr. C. Russel Noyes

It was stated to all in attendance, prior to the meeting, that the meeting would be taped for accuracy and erased as soon as the minutes were approved.

A. CALL TO ORDER: Motion was made by Vice – Chairman Peterson to call the meeting to order at 7.10 am. Commissioner Mitchell seconded the motion.

B. APPROVAL OF AGENDA: Vice Chairman Peterson made a motion to accept the agenda. Commissioner Mitchel seconded the Motion, Vote was taken, and all were in agreement.

C. APPROVAL OF MINUTES: Vice Chairman Peterson made a motion to accept the Minutes of the Regular Meeting of November 5, 2016. Motion was seconded by Commissioner Mitchell. Vote was taken; all were in agreement and the minutes were accepted as read.

D. PUBLIC INPUT: NONE

E. CORRESPONDENCE: A letter was sent to the customer mentioned in the last minutes concerning his water usage.

F. CHAIRMAN’S REPORT: Jones Field pump is running an average of 8 hours per day @ 158,400 gallons per day.

The overdue accounts had their shut off valve painted so they would know that we were keeping an eye on their accounts. We did have some overdue accounts at least made a payment and some paid their accounts off in full. The 2 accounts that have large overdue balances have an agreement to pay \$20.00 per week on each, needs to be looked into as to what course we can take.

R.E. Prescott, the reservoir alarm company, will be here today at 8:30 am

G. OLD BUSINESS: 2 applicants for the Commissioners positions will be called and a meeting set up for them at our next meeting.

The rise in rates as discussed previously, are on hold until Cathy Rogers has been met with.

Some discussion was had on the issue of billing multiple commercial lease holders.

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Cathy Rogers will be attending one of our meetings to see if she can help us evaluate our needs. Commissioner Mitchell met Mr. Louis Adorno from DES and he will be sending more contacts for grants to help us out. They give you approximately 20 hours to access and point us in the right direction.

Now we need to put some time into an Asset Management Program. We will get everything organized and then start to map our assets which will tell how much the Alton Water Works is worth. As soon as Louis contacts Commissioner Mitchell, and things get organized, we should begin seeing some short term goals.

The generator part had been replaced and was not performing correctly. In assessing the situation the service man discovered that there were 3 temperature sending units chained together for some unknown reason. When 2 were disconnected and only 1 was used, the generator ran fine. The generator is exercised every week on Wednesday at 1:00. Commissioner Mitchell suggests that every now and then someone should be there. Mr. Noyes said that the next time the service man checks the generator he would like to have the time set at 7:00 am, as someone is usually there at that time.

H. NEW BUSINESS:

I. ADJOURNMENT: Motion was made by Commissioner Mitchell to adjourn the meeting. Motion was seconded by Vice-Chairman Peterson, vote was taken, and all were in agreement motion passed. Meeting was adjourned at 9:45 am.

Respectively submitted:
Penny Williams - CLERK

DATE SIGNED

EDWARD PETERSON – VICE CHAIRMAN

COURTNEY MITCHELL - COMMISSIONER