

**ALTON WATER WORKS  
67 FRANK C. GILMAN HIGHWAY  
ALTON, NEW HAMPSHIRE  
REGULAR MEETING OF  
February 25, 2019**

PRESENT: Chairman Reuben Wentworth  
Vice-Chairman Virgil Macdonald  
Commissioner Patrick O'Brien  
Superintendent Courtney Mitchell

**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 are approved.**

- A. CALL TO ORDER: Chairman Wentworth called the meeting to order at 6:00 pm.
- B. APPROVAL OF AGENDA: Motion was made by Vice Chairman MacDonald to approve the agenda as read, was seconded by Commissioner O'Brien. Vote was taken all were in agreement.
- C. APPROVAL OF MINUTES: Motion to approve Minutes from February 11, 2019 made by Vice Chairman MacDonald, seconded by Chairman Wentworth. Approved

Motion to approve and divulge nonpublic minutes from December 28, 2018 as written, made by Commissioner O'Brien, Seconded by Vice Chairman MacDonald.

D. PUBLIC INPUT: NONE

E. CORRESPONDENCE:

- F. DEPARTMENT REPORT TO THE COMMISSIONERS: Currently working on the asset management plan formerly presented to the commissioners. Water department is using an old map that was found in storage. Has really good detail. Using it as a reference to where hydrants, lines and other system components are. At this time the work done by our superintendent, Courtney, Tom and Dom has been a money saving endeavor. Looking into getting a quote for a phone app for Tom and Dom's phones that will share this map, look up curb boxes etc. quickly and efficiently. This will save time and hours spent searching for specific areas in a line in emergencies or for maintenance.

Decision made to use Eastern Analytical, an accredited lab, for bacteria testing. They will send a courier the first Tuesday of every month to collect the sample at the cost of \$28.00 per month. This will give us quicker service, faster results (preliminary w/in 48 hours) so much quicker than the state lab. This will also keep Tom and Dom in town to work on their specific tasks or projects where they are needed vs. the cost of fuel, wear and tear on town vehicle and the risk factor of driving 30-45 minutes away.

There was a motion by Vice Chairman MacDonald to approve the meter for the highway department. A M170E series 2" stainless steel flange body cubic feet for \$710.00. Along with a 2" flange kit (lead free) for \$65.90.

Commissioner O'Brien seconded. All approved.

It was agreed that the superintendent should do the line items on bills coming in.

There was a brief discussion regarding the approval of expenses. It was decided that Superintendent Mitchell should have free range of budget within reason. Costs exceeding \$500.00 should be discussed with the commissioners first just so they are aware of where the money is going. As the budget is the same until the town election we are to operate status quo unless there's an emergency.

There was a discussion about taking an inventory of town buildings to assess which ones have meters and which ones don't as they should all have meters.

There was talk about scheduling. Winter hours vs. summer hours and whether we should follow highway department hours or a similar schedule.

The water board would like to have a monthly report from the superintendent telling them what has been done and the goals for following month.

Water board would also like to see how our summer revenue vs. water usage adds up.

Consensus is seasonal customers with an irrigation system should have a meter system.

Moving forward, if there are any easements needed for hydrants etc. it will need to be in writing and signed.

Review of Year to date Revenue and Expenses from the Town Hall: \* See below

G. OLD BUSINESS: 1. Objectives, goals on how to improve the department. Would like to see a 5 year plan. Work on getting grants, plan now for next year.

2. Jones Field Repair- waiting for quotes and for town election to determine what is available in budget for this repair.

3. Credit card use is being tabled until after town election.

H. NEW BUSINESS: 1. Purchase of new meter for highway department was motioned for and approved. \*See above in department report. (installed on 3/1/2019)

2. Suggested developing better communication with highway department to coordinate road work construction with water lines being replaced. Timing is everything to plan for work needed and prepare for with budgeting.

3. Also recommended to continue meetings as they are now but put in budget for next year to have someone at meetings to take the minutes.

Year to date revenues:

Revenues for January: \$44,357.66

Revenues for February: \$22,159.47

Revenues for March: \$695.00 (as of 3/5/2019)

Total revenue year to date: \$67,212.13

Outstanding balance: \$11,516.41

Past Due notices went out 3/5/2019

At 7:25 there was a recess in the meeting.

Meeting reconvened at 7:34 with motion to go into nonpublic session.

- I. NON-PUBLIC SESSION: Motion to enter nonpublic meeting was made by Chairman Wentworth at 7:34pm, seconded by Vice Chairman MacDonald. RSA:91A:3II(e)

A motion to come out of nonpublic session was made by Chairman Wentworth and seconded by Vice Chairman MacDonald. Time: 8:51pm

- J. ADJOURNMENT: Motion to adjourn by Chairman Wentworth, seconded by Commissioner O'Brien. Time: 8:51pm

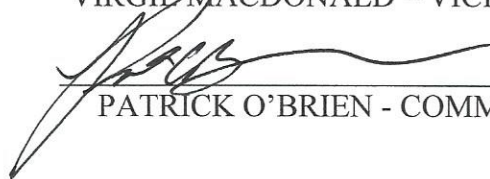
Respectively submitted:  
Brenda Piscatello  
Clerk-interim

3/25/19  
DATE SIGNED

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REUBEN WENTWORTH – CHAIRMAN



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VIRGIL MACDONALD – VICE CHARMAN



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PATRICK O'BRIEN - COMMISSIONER