

**ALTON WATER WORKS
67 FRANK C. GILMAN HIGHWAY
ALTON, NEW HAMPSHIRE
MINUTES OF MARCH 25, 2015
REGULAR MEETING**

PRESENT: Vice Chairman Paul White
Commissioner Richard Glidden
Commissioner Stephen Miller
Superintendent William Curtin

It was stated to all in attendance prior to the meeting that the meeting would be taped for accuracy, however the recorder did not function and the meeting was not taped.

A. CALL TO ORDER: Motion was made by Vice Chairman White to call the meeting to order at 9:30 am. Commissioner Glidden seconded the motion.

B. APPROVAL OF AGENDA: Vice Chairman White made a motion to accept the Agenda as read, Commissioner Glidden seconded the motion. Vote was taken, all were in agreement, Agenda was accepted.

C. APPROVAL OF MINUTES: Commissioner Glidden made a motion to accept the Minutes of the Regular Meeting of January 28, 2014. Motion was seconded by Commissioner Miller. Vote was taken, all were in agreement. The Minutes of the Regular Meeting of January 28, 2015 were accepted as read.

D. NOMINATION OF OFFICERS: Commissioner Glidden made a motion to elect Vice Chairman White to act as Chairman of the Alton Water Works. Commissioner Miller seconded the motion. Vote was taken, all were in agreement; Vice Chairman White is now Chairman White. Chairman White made a motion to elect Commissioner Glidden Vice Chairman. Commissioner Miller seconded the motion, vote was taken, and Commissioner Glidden is now Vice Chairman Glidden. Officers as elected are:

Chairman Paul White
Vice Chairman Richard Glidden
Commissioner Stephen Miller

E: PUBLIC INPUT: Chairman White addressed Commissioner Miller and asked if it was his intent to do away with the Alton Water Works Commissioners and have the Town of Alton Board of Selectmen take control of the Alton Water Works. Commissioner Miller stated that in his opinion, the Alton Water Works would have all the resources of the town at their disposal. Discussion was had concerning Warrant Articles that he intends to file in the coming year to abolish the commissioners and turn the water department over to the town. Chairman White commented that it would place the Alton Water Works as another cost for all the taxpayers to bear.

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Chairman White also asked Commissioner Miller about the comments that he had made on Facebook without seeking out the facts prior to the posting of his comments. Commissioner Miller responded that he was basing his comments on the information that he read from Facebook and his personal opinions.

One customer complained to Commissioner Miller that some of the properties did not have metered services and they could not understand why there was a minimum charge billed whether or not they used the amount allotted in that minimum charge. Most year round customers do have meters, seasonal customers are billed flat rate, and there is a meter replacement program in place that, at the discretion of the Superintendent, meters would be installed and/or replaced on the grounds of priority.

He also received a call and was lead to believe that the a Downing Drive residents were still without water and had only received bottled water of 10 gallons every 2 weeks. This was not true. Water was delivered to those customers effected at least 10 gallons every other day and some a daily basis depending on need.

Commissioner Miller inquired about the hydrants. There are 67 hydrants, one is cracked and needs to be replaced and two have low flow. The hydrants will have a flow test done twice a year.

All commissioners were given a copy of the Standard Operating Procedure and the Standard Operating Guideline.

Commissioner Miller entered into a discussion concerning the issue at the Alton Central School. It was left that Commissioner Miller would get representatives from the School Board, the Board of Selectmen, fire suppressant contractors, fire department and the architect to attend a meeting with representatives from the Alton Water Works.

F. CORRESPONDENCE: Letters to the Wade Pelham at DES were discussed. These letters were to inform the DES as to what steps were taken to rectify two incidents that happened recently. One on Downing Drive and the other was the water line at the bay bridge. Copies of said letters may be seen at the Alton Water Works office.

Some discussion was had concerning Facebook messaging. There is Alton Water Works Standard Operating Guidelines (SOG) and Standard Operating Procedure (SOP) on file regarding this issue and Chairman White commented that this would be upheld.

The Alton Water Works discovered that one on the properties that was thought to have been destroyed in the fire of 2009 had not been and a letter was sent to the property owners billing them for the unbilled years. If paid promptly, all interest will be waived.

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G. SUPERINTENDENTS REPORT: Jones Field pump is running an average of 15 hours per day @ 148,500 gallons per day. Some discussion was had to inform all commissioners of the monitoring that is in place for recording daily pump running times.

Downing Drive - The work that was done to get the water service to Downing Drive is a temporary solution. That area will have to be excavated again to replace the old galvanized pipe going to each service and replaced with CTS to the curb stop. It was decided that the properties on Downing Drive would be billed and then the balance would be abated for tracking purposes.

Leak in the lake at the bay bridge - A rough estimate for this replacement would be in the area of \$70,000.00.

School & Main Street – There is a valve leaking at this intersection that needs replacement. It is estimated to be approximately \$12,000 to \$14,000 for this replacement.

There was a large leak at this location on the other side of School and Main Streets by the fire hydrant that was reported and fixed on March 14, 2015.

Levey Park – Scott Clang from Granite State Rural Water has been at the pump house and it is his opinion that much of the equipment there is out dated and should be replaced. Superintendent Curtin is in the process of getting quotes for the necessary upgrading.

Huggins Hospital – Superintendent Curtin spoke with the involved persons and was told that they plan to get the water service in April to May this spring.

Summer Lines – Summer lines should be turned on April 15, 2015 frost and weather permitting.

The trucks have been registered and inspected.

CCR – Consumer Confidence Reports are due in July. They have been looked at by DES and are ready now to put in with our April billing to save additional mailing costs.

11 Summit Ave. at the Alton Bay Christian Conference Center has never been in the billing system and this will be investigated when the property becomes accessible.

Commissioner Miller asked where the trucks were kept overnight and on weekends. He was told that they were kept at the homes of the superintendent and the assistant for easy access in the event of a problem with the water system during off hours. It was also stated that the trucks were not used for personal business.

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H. OLD BUSINESS: Receivables – Receivables are up. The property at 192 Main Street taken by the town, then the bank sent a check for partial payment of back taxes, the Bank was notified of a remaining balance, the bank will pay the remaining balance, and the town will turn the house back to the owners so that the bank can foreclose on it. The Alton Water Works also forwarded the outstanding water charges to the bank.

Growth Criteria for long range planning will be kept in the forefront.

Job Description – was discussed in the event that a new hire is necessary

Chain of Command Policy – was discussed and issues brought to the attention of a commissioner will be turned over to the Superintendent. If the superintendent deems that the issue should be brought up to the commissioners, the issue will be addressed in detail at that time.

Policy for Work Orders was discussed and Commissioner Miller suggested that a work order should be done for every incident.

Grants for State & Federal funding will be investigated. Commissioner Miller had information that there are people who can help with any funding that there may be available.

Rules & Regulations have been updated.

Emergency Plan will be updated with the new officers, ready for signatures and submitted to the DES by the deadline of April 6, 2015.

I. NEW BUSINESS: Ad for new a hire will not be forth coming at this time. Superintendent Curtin does have a few people that he can call on in the event that he finds himself short handed.

Uniforms were discussed. At this time it was decided that this was not necessary.

A quote for fixing the front yard parking area will be forth coming. The highway department will also be asked if there is anything that they could do to help with the parking area.

A thank you letter will be done for Chairman Conboy for all his years of service. Vice Chairman Glidden made a motion “To purchase a \$100.00 gift card for Mr. Conboy”. Commissioner Miller seconded the motion. Vote was taken and all were in agreement. A \$100.00 gift card will be purchased.

It was discussed that putting a newsletter with all the billings would be a good way to keep the customers informed.

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J: NON-PUBLIC SESSION: NONE

K. ADJOURNMENT: Motion was made by Commissioner Miller to adjourn the meeting. Motion was seconded by Vice Chairman Glidden, vote was taken, and all were in agreement motion passed. Meeting was adjourned at 12:12 am.

Respectively submitted:
Penny Williams - CLERK

DATE SIGNED

PAUL WHITE - CHAIRMAN

RICHARD GLIDDEN - VICE CHAIRMAN

STEPHEN MILLER – COMMISSIONER

WILLIAM CURTIN - SUPERINTENDENT