

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

PRESENT: Vice-Chairman Virgil Macdonald
Commissioner Patrick O'Brien
Commissioner Rossiter Holt (Bob)
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: Vice Chairman Macdonald called the meeting to order at 6:02 pm.
- B. APPROVAL OF AGENDA: Motion was made by Commissioner O'Brien to approve the agenda as read, was seconded by Commissioner Holt. Vote was taken all were in agreement.
- C. APPROVAL OF MINUTES: Motion to approve Minutes from February 25, 2019 made by Vice Chairman Macdonald, seconded by Commissioner O'Brien. Commissioner Holt abstained. Vote was taken all were in agreement and the Minutes from February 25, 2019 were Approved.

NOMINATION OF OFFICERS: Commissioner Holt made a motion to elect Virgil Macdonald to act as Chairman of the Alton Water Works and Commissioner O'Brien seconded the motion, vote was taken, all were in agreement.

Chairman Virgil Macdonald made a motion to elect Patrick O'Brien to act as Vice Chairman of the Alton Water Works and Commissioner Holt seconded the motion, vote was taken, and all were in agreement.

Officers as elected are:
Chairman Virgil Macdonald
Vice Chairman Patrick O'Brien

- D. PUBLIC INPUT: NONE
- E. CORRESPONDENCE: Chairman Macdonald wanted the commission to see an e-mail that was generated back in Jan 2018 concerning the agenda.
- F. DEPARTMENT REPORT TO THE COMMISSIONERS:

Superintendent Mitchell – Jones Well Status – Friday March 22, 2019 Lakes Region Water came to assess Jones Well for maintenance issues. It was found that the packing on the well has been leaking for some time. The shaft is pitted. Her recommendation is to pull the pump, get a new motor and get a mechanical seal. The reason she recommends a new pump is that the down time to pull it, rewind it, etc. could be weeks and there is no way to estimate the cost until it is out of the well to see what is wrong with it.

Levey Park will need a generator system (which is being looked into) for when the Jones Well is out of service. Levey Park cannot produce the water that will be needed for the summer season. Time is of the essence.

There are 2 quotes, EI Electrical and Adam Lambert, to get Levey Park up to code to be able to put a generator in service. The electrical portion is from \$5,600 to \$8,000. This does not include the generator. And she would like to get one more quote. Chairman Macdonald suggested John Scott.

The pump for Jones Field would run approximately \$17,000. A maintenance program will be implemented.

Vice Chairman O'Brien asked where this repair money would come from.

There are funds in a Revenue Account that are surplus funds from prior years and at the end of this year the surplus will be transferred to the Capital Accounts.

Vice Chairman O'Brien made a "Motion to expend not more than \$20,000 dollars for the emergency repair of the Jones Field pump out of the Water Revenue Account". Commissioner Holt seconded the motion. Vote was taken and all were in favor. The motion passed.

The motor does not need to be sent out for repair until a later date. But once repaired it would become a spare.

Eventually the Jones well will need to be rehabbed.

March 8th leak was discussed. The highway department helped out. There was a problem with the ditch pump and it had to be repaired.

The meter for the DPW was installed.

Asset Management is moving forward. There is a quote GIS on line is \$1,520 but the IT person has a version of it and is looking into getting us a license under him. Superintendent Mitchell has mapped out our system on Google Maps. It does have limitations as far as collecting data in the field.

Bacterial samples for March were collected and passed. With the new currier service we had results within 24 hours; Chemical Monitoring Results for Quarter 1 are complete.

Monthly safety checks have been done and all extinguishers need to be serviced.

Underwater Solutions is waiting for the agreement to be signed to schedule the reservoir tank cleaning and inspection. EJ Prescott is doing inspections with an underwater drone now. Superintendent Mitchell suggests that the inspection and cleaning be done by divers etc. at the cost of \$4,995, which is not in the budget. The last inspection was done in 2015 and should have been done every 5 years.

There is a potential leak at the gate valve at the reservoir that will be evaluated.

A Facebook page has been set up for the Alton Water Works.

The technicians are keeping the trucks clean and neat to look professional.

Hydrant Flushing is tentatively scheduled for April 9, 2019. The flushing schedule will be posted and advertised.

A customer who lived at the end of a line on Mt Major Hwy, had problems in prior years has not had any water quality problems since end of 2018. A customer on East Side Drive had issues and we have 1,500 feet of the line replaced last year he also had been at the end of a line.

A wage scale for the Water Works should be created. Chairman Macdonald was not aware that there was a minimum-maximum wage scale. He will look into it. Commissioner Holt believes that the Water Commissioners will have to present this to the Alton Selectmen at some point. Vice Chairman O'Brien feels at least a plan does need to be developed so the employees know what to expect for pay as they progress. Vice Chairman O'Brien would like to have a plan. He wants to identify positions, create job descriptions, and generate a scale and Superintendent Mitchell has developed a plan to review and has been able to reduce the amount of overtime that they have been putting in to help cover the cost of the raise. Vice Chairman O'Brien feels that the Water Works should match the rest of the departments. Commissioner Holt agrees. Vice Chairman O'Brien made a Motion "To accept Superintendent Mitchell's proposal to bring our laborer's pay up to the Town's pay rate." Chairman Macdonald seconded the motion. Vote was taken and all were in agreement.

Daily lab checks are being completed. There is a new carrier that picks up the samples and results are received in a timely manner.

The technicians are responding to the changes in the department very well and are doing a great job.

The hours for the work day were discussed. When it is necessary to have access to a property, we can arrange the hours to suit the homeowner. When customers need summer water turned on/off they are told that they need to give us at least a 2 day notice. Emergencies are attended to when necessary. The hours for the water dept. have been the same as the hours for the Highway Dept. as some of the time they work together and can be accessible for help or information. Chairman Macdonald made a motion "To change the work week to 4 - 10 hour days." Vice Chairman O'Brien seconded the motion. Vote was taken and the motion passed.

The emergency plan has been updated including a contact list if needed. Discussion has had concerning the emergency plan. There is no compensation for being "on call". Vice Chairman O'Brien would like a plan with a dollar value in writing to be an incentive.

2 quotes have been received for the generator electrical service at Levey Park Well. Discussion was held concerning the electric upgrade including a temporary generator and the timing for the repair at Jones Field. Vice Chairman O'Brien asked how important the upgrades to the Levey Park electrical system. The upgrade will eventually have to be done when a generator is purchased for that pump house. It was decided that the electrical upgrade is important since Jones repairs will take 3 days and Levey Park will provide the water for the system.

Review of the default budget was done. Unanticipated Expense line was considered. Chairman Macdonald made a "Motion to put the \$6,000 for the electrical upgrade to Levey Park Well so it is set up for a generator before the repairs to Jones Field are scheduled." Commissioner Holt seconded the motion. Vote was taken and the motion passed.

Vice Chairman O'Brien brought up the Sanitary Survey that was done by the State of New Hampshire, DES. He asked if the new motor was a variable frequency drive motor as mentioned in the survey and the new one is, and will also still communicate with the float system. Under a piece about Levey Park, the state had mentioned a new location or drilling a new well for higher capacity. But nothing has been considered at this time.

Discussion was had concerning the Jones Field pump that is running an average of 10.7 hrs. A quote was received for the SCADA Panel

Vice Chairman O'Brien mentioned that he would like to see a 5 year plan. Superintendent Mitchell said that it would be difficult to do at this time as there are so many issues that need to be addressed now. Once basic issues have been attended to, then she can work forward so that the Capital Accounts can begin to be built up accordingly. Just the 69 homes that are unmetered at this time and it would cost approximately \$10,000 get them all metered. The summer customers are not individually metered but the summer lines are metered. This will make it possible to see what the summer customers are actually using. This gives us accountability for the water used.

Commissioner Holt mentioned Asset Management Program. Superintendent Mitchell has been working on it, basically the mapping of the system, the backflow preventer scheduling; now we need to structure a maintenance program for pumps, pump stations etc. Commissioner Holt also asked about a meter replacement program and Vice Chairman O'Brien commented that one was going to be implemented this year but since we are under a default budget, it will be difficult. Commissioner Holt asked if there was a program for exercising the valves, and Superintendent Mitchell said that it will be set up that we do 20% of the valves a year.

Chairman Macdonald asked if the excavator has been made ready for the summer and Superintendent Mitchell replied that it was. There was an issue with the oil filter and that has been fixed. The tracks were to be budgeted this year and done this year but we are on a default budget. But Superintendent Mitchell believes that she can get a real good price for the tracks when they are done. Chairman Macdonald feels that the tracks should be replaced since they are splitting. Superintendent Mitchell will shop around to see what the best price would be. Chairman Macdonald said that he would take a look at the tracks. The trailer will need some work on the decking.

G. OLD BUSINESS: There was some discussion on the March 25th current budget figures.

Abatement for \$5.05 of interest. Chairman Macdonald "Made a motion to abate the interest charge of \$5.05 from account 1197/876." Vice Chairman O'Brien seconded the motion. The Vote was taken and all were in agreement, motioned passed.

Abatement for \$900.64 in billing errors on account 1222/935. There were 2 accounts, one was only supposed to be a 1 time charge but was never turned off after the initial billing so it continued to be billed and it was being paid. \$600.64, which he had paid, will be credited to his summer bill for last year leaving a \$140.64 credit towards this year and \$300.00 to clear the account of billings charged but not paid. Chairman Macdonald made a Motion "To abate the \$900.64, \$600.64 to be credited to his summer account and \$300.00 to clear the second account." Commissioner Holt seconded the motion, vote was taken and all were in agreement, the motion passed.

H. NEW BUSINESS: Credit card capability is being looked at to have the ability to go on line to pay the water bill. Vice Chairman O'Brien made a motion "To move forward with the on line and credit card processing leaving the decision of which application would work best for the interfacing, up to the Superintendent and office staff and to pass on the service charges to the customer." Chairman Macdonald seconded, vote was taken, and all were in agreement, motion passed.

Review of the proposed water use ordinance. The Rules and Regulations that are in place at this time are out of date. Superintendent Mitchell has put together a plan mirroring what other towns have adopted, including access fees, rates for labor, for review.

Commissioner Holt asked for clarification on the Benefit Buy Out line item. Discussion has held, and it was explained to him.

I. NON-PUBLIC SESSION: NONE

J. ADJOURNMENT: Motion to adjourn was made by Chairman Macdonald, seconded by Commissioner Holt, vote was taken, and all were in agreement. Time: 8:00 pm

Respectively submitted:


Penny Williams

Clerk

4/8/19
DATE SIGNED


VIRGIL MACDONALD - CHAIRMAN


PATRICK O'BRIEN - VICE CHARMAN


ROSSITER HOLT - COMMISSIONER