

**ALTON WATER WORKS  
67 FRANK C. GILMAN HIGHWAY  
ALTON, NEW HAMPSHIRE  
MINUTES OF MARCH 29, 2017  
REGULAR MEETING  
OF THE ALTON WATER WORKS COMMISSIONERS**

PRESENT: Commissioner Courtney Mitchell  
Commissioner Louis Lecourse  
Commissioner Nancy Downing  
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 Commissioner Mitchell to call the meeting to order at 6:11 pm.

**B. APPROVAL OF AGENDA:** Commissioner Downing asked that “Other Business” be added to the agenda. Commissioner Downing made a motion to accept the agenda. Commissioner Mitchell seconded the Motion, Vote was taken, and all were in agreement.

**C. APPROVAL OF MINUTES:** Minutes of the Regular Meeting of November 30, 2016. As Commissioner Mitchell was the only person present for that meeting, there was not motion.

**D. NOMINATION OF OFFICERS:**

Commissioner Downing made a motion to elect Commissioner Courtney Mitchell to act as Chairman of the Alton Water Works, and Commissioner Louis Lacourse as Vice Chairman. Commissioner Louis Lacourse seconded the motion, vote was taken, and all were in agreement.

Officers as elected are:

Chairman Courtney Mitchell  
Vice Chairman Louis Lacourse

**E. PUBLIC INPUT: NONE**

**F. CORRESPONDENCE:** Chairman Mitchell stated that we do not have any violations at this time. The violation on the backflow preventer testing has been satisfied and was lifted from 2015 carried over to 2016. Discussion was had explaining the backflow preventer purpose and criteria reporting for the State of New Hampshire. Rates were also discussed explaining the billing structure. All the rates and fees will need to be addressed as well as the amount of water we are generating.

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**G. CHAIRMAN'S REPORT:** Jones Field pump is running an average of 8.97 hours per day @ 188,370 gallons per day. (Was incorrectly reported as 79,721 gallons per day)

A leak was found off Bay Hill Rd, on a 6" line at Jewett Farm Road and was repaired 3/24/17 with a stainless steel wrap.

Replaced approximately 6 service lines which are from the main to the curb stop.

The 6" line at Alton Bay had been repaired with a stainless steel wrap back in June. The line does still need to be replaced. Also a leak near Pops Clam shell was repaired and a leak at Barr Farm.

Both wells are operational and we have been alternating use between the two.

Last year 2 sections of Eastside Drive were replaced and there are 2 more sections that need to be replace.

The both pumps have meters and the one that is running is read every day. This will show if there is a substantial leak and steps would be taken to find and repair the problem.

Chlorine is averaging .32 - .45.

Hydrant flushing program will be set up. Notices will be posted in the local newspaper, the town hall and the post offices. Commissioner Downing suggests that the customers should be educated concerning the procedure and what can be expected. The fire department would like to be present when the hydrants are tested. Valves will also be assessed.

There was discussion concerning the fire hydrants, winter storm shoveling, flow testing and necessary maintenance. There are 67 hydrants.

**H. OLD BUSINESS:** Backflow testing has been done for any prior failures and new testing will be scheduled as soon as the summer water is turned on.

The service line to a property on Depot Street was installed by doing a directional bore. The line also runs to the police station, to Wolfeboro Hwy (Rt 28N) by the American Legion, also feeds the State Shed. In the past there had been a problem in the field running to the American Legion and most of that line was replaced except for one section. That section will be addressed this year.

Commissioner Downing asked about coordination between the Highway Department and the Water Department and Mr. Noyes replied that yes the Highway Department was being very cooperative in notifying the Water Department of any projects that they had on their schedule.

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Commissioner Downing asked if there was a mapping program in place. Vice-Chairman Mitchell mentioned that there is a GIS Grant for matching costs for that purpose. All valves are to be mapped with 2 ties for location purposes. Eventually all the lines with all the associated information will be in GIS, which is software for management of this information, which will eventually allow the on call person to just take a tablet and have all the information needed for the service call area.

Discussion was held concerning the mapping that we do have. Now when you come to a tee you install three valves to allow isolating to repair leaks. At some point Mr. Noyes would like to run a line from Hannaford's up past the American Legion and tie into the Old Wolfeboro Road. Now if there is a problem the whole town needs to be turned off to make repairs. Also it would be ideal to run a line from School Street to Barnes Ave. which would be a 6" feed that would make a loop.

Generator was serviced and has been set up for an exercise run for every Tuesday morning at 7:00am. Heat set temperature sending unit was installed. The service man re-adjusted the gas regulator that is outside. SCI Scherbon Consolidated Inc. is the Company handling all the town's generators.

Abatement for 154 MMH Realty Trust, \$300.00 for last years' summer billing as the property is uninhabitable and was only purchased to protect the now owners interest in the property they already own at 147 Mt. Major Hwy which is across the street. – DISCONTINUE SERVICE. Permanent disconnect. Abatement was signed.

**I. NEW BUSINESS:** Signing of payroll and bills. On Monday morning the payroll needs to be signed, copied and delivered to the Town Hall as soon as possible. The bills normally need to be signed by the Superintendent and at least 2 Commissioners which also will be copied and taken to the Town Hall for processing.

Vice Chairman Lacourse asked about when the Regular Meetings. Rick Skarinka from DES, had suggested twice a month until things got established and at a time that the public would be able to attend and Attorney Sessler is in agreement. Commissioner Downing suggested that the meetings be more frequent until everyone is comfortable and have reached some of the goals that need to be reached.

Chairman Mitchell made comment that there is a need for a daily schedule and a completed task schedule. Commissioner Downing agreed that that was very important. Time needs to be tracked as to what equipment was used, where and for how much time. There was discussion concerning that sometimes it is not necessary for some jobs to have 2 men.

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When a service call is necessary, we do have identification that can be presented to the customer. If necessary, arrangements could be made with the Police Department that they would be notified if a situation arose that was uncomfortable for the serviceman to enter a property.

Mr. Noyes and Mr. Decowski compiled a list of supplies that would be needed for this spring. Both trucks need stock. Mr. Noyes was given the task to generate the list for the next meeting.

The highway department is going to do a project in the bay and suggests that the water department replace the lines there which would be approximately from Busy Corner down past Pop's Clamshell while the area is disturbed. Information needs to be compiled so that the job can be put out to bid.

Mr. Noyes mentioned that the summer line on Rt 28A still has 4 sections that are left that still have the 2" galvanized line. 2 sections that are about 800' that needs to be replaced. Discussion was had concerning other areas that should be replaced and some stock that will be needed.

It was suggested that we have guidelines for customers so they know what they need to do to turn on and off which will help protect our lines.

Information was shared explaining how the line valves and shut off's work, and what is involved when working with them.

A compactor is needed for repairing lines.

**J. OTHER BUSINESS - DOT Paving.** Flow testing is coming up and will involve the Fire Department. Flushing will be scheduled. Gate inspections will be scheduled and a map created with detailed information for each one.

Information was shared on the different Grades required for operation of the water system.

Discussion was had concerning Asset Management and Financial Liability Study.

Payroll needs to be signed by Monday am and all bills need to have signatures.

Medical cards will be acquired on April 5, 2017.

**K. ADJOURNMENT:** Next meeting April 5, 2017. Motion was made by Commissioner Downing to adjourn the meeting. Motion was seconded by Chairman Mitchell, vote was taken, and all were in agreement motion passed. Meeting was adjourned at 8:30 pm.

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Respectively submitted:  
Penny Williams - CLERK

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DATE SIGNED

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COURTNEY MITCHELL – CHAIRMAN

\_\_\_\_\_  
LOUIS LACOURSE – VICE CHAIRMAN

\_\_\_\_\_  
NANCY DOWNING - COMMISSIONER