

TOWN OF ALTON WATER DEPARTMENT
67 FRANK C. GILMAN HIGHWAY
ALTON, NEW HAMPSHIRE

APRIL 12, 2017

MEETING MINUTES OF THE ALTON WATER COMMISSIONERS

CALL TO ORDER: Commissioner Nancy Downing called the meeting to order at 6:00 p.m. Present: Lou LaCourse, Vice-Chairman, and Nancy Downing, Commissioner.

CONFERENCE CALL: 6:00 P.M.- 6:40 P.M. The commissioners participated in a conference call with Daniel Irving, of the Environmental Finance Center (EFC) and his colleague, Tom Roberts. The EFC is based in North Carolina and is funded with a grant from the E.P.A. to assist small systems. The subject matter of the call dealt primarily with the Water Department's "aging report", better know as accounts in arrears. Recommendations were provided regarding approaches to collecting arrearages, including "pay back plans", and the "shut-off process". Liens were also discussed. The EFC representatives indicated they would follow-up the conversation with written reference materials, including brochures. The EFC is also available for other assistance, including rate analysis.

APPROVAL OF AGENDA: Motion was made, and seconded to approve the agenda for the meeting of April 12, with the correction of the conference call being with Daniel Irving, of the EFC (instead of Luis Adorno, as stated). Unanimously approved.

APPROVAL OF MINUTES: Motion was made and seconded to Approve the minutes of the Meeting of April 5, 2017. (Note: Minutes of the Regular Meeting of March 29, 2017 have not been completed at this time.)

COMMISSIONERS REPORT: Jones Field pump is running an average of 6.3 hours per day at 116,449 gallons per day.

OLD BUSINESS: The equipment list for supplies on hand and supplies needed has not been generated as requested on April 5, 2017. The recommendation was made to establish deadlines for tasks when the task is assigned.

NEW BUSINESS:

1. Two Commissioners' Memos were reviewed regarding: Detailed Time Cards, and Mileage Logs for Vehicles. These memos will be refined and presented to the Commissioners for implementation at the next meeting.
2. L. LaCourse will develop Job Descriptions for all employees, including Water System Operator's tasks, for review and implementation at the next meeting.
3. With the assistance of the Town of Alton Finance Manager, N. Downing is compiling the direct personnel expense of each employee for the purpose of analyzing annual

operating costs, including the recommended schedule of fees for billing services not covered by user fees.

NEXT MEETING: Scheduled for Wednesday, April 19, 2017 at 6:00 p.m. at the Water Department office.

ADJOURNMENT: 7:15 p.m.

These minutes recorded by: N. Downing, Commissioner

APRIL 19, 2017
Date Signed

Courtney Mitchell, Chairman



Lou LaCourse, Vice-Chairman



Nancy Downing, Commissioner