

**ALTON WATER WORKS
67 FRANK C. GILMAN HIGHWAY
ALTON, NEW HAMPSHIRE**

APRIL 19, 2017

MEETING MINUTES OF THE ALTON WATER COMMISSIONERS

CALL TO ORDER: Chairman C. Mitchell called the meeting to order at 6:00 p.m..
Present: C. Mitchell, L. LaCourse, N. Downing, Commissioners.

APPROVAL OF AGENDA: The Agenda was approved, subject to striking item B.
Conference Call.

APPROVAL OF MINUTES: The Draft Copy of the minutes of March 29, 2017 Regular Meeting were reviewed by the Commissioners. The following correction should be noted and the revised minutes presented to the Commissioners at the next meeting for approval: Page 4 of 5, Paragraph two. Strike "Discussion was held concerning inventory for the trucks and pump stations." Insert: " Mr. Noyes was given the task to generate the list for the next meeting." Motion was made by Commissioner Downing to approve the minutes dated March 29, 2017, pending the changes as noted. Commissioner Mitchell seconded. Motion was approved.

Motion was made by Commissioner LaCourse to accept the minutes of the meeting dated April 12, 2017. Seconded by Commissioner Downing. Motion was approved.

PUBLIC INPUT: None.

CORRESPONDENCE: None.

COMMISSIONERS' REPORT: Jones Field Pump is running an average of 6.5 hours per day @ 120,900 gallons per day.

Quarterly billing is done and mailed. Total new billing was \$72,443.80 Outstanding balance as of billing was \$11,316.77.

Motion was made by L. LaCourse: Anyone owning over \$300.00 (three hundred dollars) in arrears shall warrant a tax lien per the rules and regulations of the Alton Water Works. (12 days following the past due notice). Seconded by Commissioner Mitchell, and approved unanimously.

The Summer water line on Route II was turned on April 17, 2017. There were some problems in the campground. Water on Eastside Drive was slated for April 19, 2017.

OLD BUSINESS: Two Commissioners' Memos, attached herewith, dated April 18, 2017 were reviewed and implemented, and are to be considered to be an appendage to the Personnel Manual. (#1: Re: Mileage Logs for Vehicles. #2: Re: Time Sheets)
Commissioner L. LaCourse presented a Draft Copy of Job Descriptions for: (1) Water Operator, and (2) Laborer/Superintendent's Assistant. Based on input from the

Commissioners the descriptions will be refined and then reviewed and approved at a later meeting.

A Motion was made by Commissioner Downing, and Seconded by Commissioner LaCourse to request Mrs. Williams to write her job description for the Commissioner's review and approval. Motion was unanimously approved.

Things to Do/Tasks:

- Motion was made by Commissioner Mitchell and seconded by Commissioner Downing to conduct an inventory assessment on all parts, meters, and pipe owned by the Town of Alton Water Works. Motion unanimously approved. A directive will be furnished.
- Motion was made by Commissioner Downing and seconded by Commissioner Mitchell to instruct Mrs. Williams to create a calendar (tickler file) showing when Back-flow Prevention Testing last occurred at the required sites, and when the tests should be rescheduled according to the requirements. (There are 40 Back-flow prevention devices throughout the system, and most of them require testing semi-annually.)
- Motion was made by Commissioner Downing and seconded by Commissioner LaCourse to: Have all employees adhere to the Personnel Manual regarding procedure for taking: Sick Leave, Personal Days, Vacation time. Proper reporting procedures shall be adhered to, with Chairman Courtney Mitchell being the point person to report to. Motion unanimously approved.
- Short term and Long term goals were placed on the office "black board", and are subject to revision and modification periodically.

NEW BUSINESS: Advertisements for Jobs. Commissioner Mitchell will develop advertisements for: Working Foreman, Operator, and Laborer for the Commissions review and approval at the next meeting, with the goal of having the ads ready for publication.

OTHER BUSINESS:

NON-PUBLIC SESSION. Roll call was taken to enter into non-public session at 8:20 p.m., per RSA 91.A:3, II, (a), (b), (c). Roll Call: Chairman Mitchell, Vice-Chairman LaCourse, Commissioner Downing.

All affirmative.

Separate NonPublic Session Minutes were recorded and sealed. Roll call: out: Chairman Mitchell, Vice-Chairman LaCourse, Commissioner Downing.

PUBLIC SESSION: Re-convened at 9:05 p.m.

NEXT MEETING: Regular Meeting of the Alton Water Commissioners is scheduled for Wednesday, April 26, 2017, at 6:00 p.m. at the office of the Alton Water Works.

Having no other business before the Commissioners, the meeting was adjourned at 9:07 p.m..

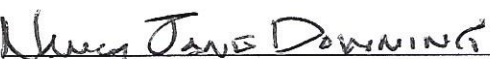
These minutes were recorded by: N. Downing, Commissioner

APRIL 26, 2017 date signed

Courtney Mitchell, Chairman



Lou LaCourse, Vice-Chairman



Nancy Downing, Commissioner