

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

APRIL 26, 2017

MEETING MINUTES OF THE ALTON WATER COMMISSIONERS

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

APPROVAL OF AGENDA: The agenda was approved as presented.

APPROVAL OF MINUTES: The Minutes of the Regular Meeting of March 29, 2017, and the Minutes of the Meeting of April 19, 2017 were approved as written, and signed.

PUBLIC INPUT: None.

CORRESPONDENCE: None.

COMMISSIONERS REPORT: Jones Field Pump is running an average of 7.28 hours per day @ 135,408 gallons per day.

OLD BUSINESS:

- Operator Job Description. Nancy Downing made a motion to adopt the job description as written. Lou LaCourse seconded the Motion. Motion carried unanimously.
- Advertisements for jobs. This item was rescheduled for the next meeting or at such time as all the Commissioners are present.

NEW BUSINESS:

- Commissioners Memo; Addendum to Personnel Manual. Nancy Downing made the motion to formalize all Commissioners' Memos to employees by furnishing the employees with a hard copy of the memo, to be acknowledged by the employee with their signature and filed in the employee's personnel file as an addendum to the Employee's Personnel Manual. L. LaCourse seconded the Motion and the motion was unanimously approved. E-Mails are acceptable, but must be copied, signed, and filed, with a copy furnished to all Commissioners.

OTHER BUSINESS:

- L. LaCourse made a motion to invite Mr. R. Noyes and Mr. T. Decowski to join us at the next meeting. Motion was seconded by N. Downing and approved. Mr. LaCourse will make the invitation.

NEXT MEETING: The next Meeting of the Alton Water Commissioners is scheduled for Tuesday, May 2, 2017 at 6:00 p.m. at the Water Department's office.

Having no other business before the Commissioners, the meeting was adjourned at 6:12 p.m.

These minutes were recorded by: N. Downing, Commissioner

5-2-17

Date Signed



Courtney Mitchell, Chairman



Lou LaCourse, Vice-Chairman



Nancy Downing, Commissioner