

**ALTON WATER WORKS  
67 FRANK C. GILMAN HIGHWAY  
ALTON, NEW HAMPSHIRE  
MINUTES OF APRIL 27, 2016  
REGULAR MEETING  
OF THE ALTON WATER WORKS COMMISSIONERS**

PRESENT: Chairman Richard Quindley  
Vice Chairman Edward Peterson  
Richard Skarinka P.E Drinking Water and Ground  
Water Bureau  
Charles 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 Chairman Quindley to call the meeting to order at 9:30 am. Vice Chairman Edward Peterson seconded the motion.

**B. APPROVAL OF AGENDA:** Vice Chairman Peterson made a motion to “Accept the agenda as read.” Chairman Quindley seconded the Motion, Vote was taken, and all were in agreement.

**C. APPROVAL OF MINUTES:** Neither Chairman Quindley nor Vice Chairman Peterson were at the meeting of February 24, 2016.

Chairman Quindley was the only Commissioner active now and he signed the Minutes of the Regular Meeting of March 21, 2016.

Chairman Quindley was the only Commissioner active now and he signed the Minutes of the Regular Meeting of March 30, 2015

Chairman Quindley was the only Commissioner active now and he signed the Minutes of the Special Meeting of April 7, 2016.

Vice Chairman Peterson made a motion to accept the Minutes of the Special Meeting of April 13, 2016. Motion was seconded by Chairman Quindley. Vote was taken; all were in agreement and the minutes were accepted as read.

**D. PUBLIC INPUT:** Richard Skarinka, P.E Drinking Water and Ground Water Bureau, Department of Environment Services. He wanted to check in with the commissioners knowing that there have been changes happening and wanted to follow up with concerns he had with the Sanitary Survey of January 4, 2016. The upgrade on the alarm system for the reservoir is a concern. When a deficiency has been identified and cannot be fixed in 30 days, the DES should be provided with a comprehensive action plan notifying them as to what action has been taken and what the time frame would be, which was done.

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The system has been ordered from R.E. Prescott Co., Inc. for the Remote Telemetry for the Reservoir which can be monitored and upgraded as needed. The electrical service needs to be upgraded from 60 to 100 amp service.

The next concern was the water leak in the main at the bay bridge.

The valves that were installed were leaking and that has been stopped by exercising the valves which has shortened the pump run time. Now that the buildings at the lake have been removed, there is more room to navigate. We will dig down where the leak is and see if the problem can be fixed and if not at least get it patched. Then every effort will be made to find the resources to replace the line. Mr. Skarinka related that there will be low interest loans that may be able to help for capital improvements for various time frames. Applications should be coming out next week. He suggested contacting Cathy Rogers, who will help out with what programs are available, and she can help with assessing what improvements need to be done, budgets etc.

One of Chairman Quindley's concerns are the gates at the pump houses. The public will be able to walk through, wide enough for a wheel chair, but we don't want vehicles, e.i. 4 wheelers and snowmobiles to be able to go through. Mr. Skarinka mentioned that there also are programs that could help with the financing for these projects.

Asset Management is another concern. Identifying all the assets, hydrants, valves, piping, meters, all equipment in the pump houses as well as all the buildings etc. and setting up a program that will generate work orders for these items so maintenance can be done or replacement of those items as it becomes necessary. It will track when and how repairs were made on any given hydrant, valve or line so problematic issues can be seen. Financing is available for this program.

An accurate distribution map also needs to be done so all lines and valves can be located quickly also telling how old the line or valve is with all the statistics necessary so a plan of action can be easily decided.

Summer lines need to be metered so any water loss can be assessed. All the water pumped should be accounted for. After the water has been set up to be metered we need to do a Water Audit which Cathy Rogers can help with. Granite State Rural Water can also help. There is also a leak detection grant available. Every year DES solicits applications for leak detection which DES pays for.

He would appreciate a letter to DES describing the status on the above issues.

Levey Park pump can be run now but Chairman Quindley has ordered a flow meter so he knows how many gallons per minute its pumping. It will be pumped for 24 hours to waste but he still

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needs to know how much it pumps. Mr. Skarinka suggests that once it gets running, it be run on a regular basis as this is our only backup and it needs to be available at all times.

Jones field pump house is in good shape and Levey Park pump house is alright. The gate should be replaced at Jones with something that looks nice, and move the gate back further. Levey Park public water has a meter. Fountains should be metered, along with the sprinkler systems. We need accountability of the water used for the water audit. Mr. Skarinka feels that the seasonal water charge is reasonable.

Asset management is the biggest thing that needs to be implemented. Get an update on the alarm and the leak at the Bay.

Pre applications for the SRF will be coming next week and he will get a contact number for Cathy Rogers.

For Operator, we have Courtney Mitchell - Commissioner and Mr. Noyes for the Treatment. This will be fine for the short term. Reorganization will be necessary and Standard Operating Procedures are put in place.

The Highway Dept. plans to redo Letter S Road and when they do they will replace the culvert and the Water Works would like to be able to run the water main from the Highway Dept. up to the corner of Route 140. This would give us a loop from the well to town. If that is not possible, he would like to at least install 400-500 feet to get the line away from the culvert.

Mr. Skarinka asked if there were any iron goosenecks still in the system. And to our knowledge there is not. Most of the old galvanized lines have been replaced.

**E. CORRESPONDENCE:** NONE

**F. SUPERINTENDENTS REPORT:** Jones Field pump is running an average of 17 hours per day @ 153,000 gallons per day.

Leak at campground was located and fixed.

**G. OLD BUSINESS:** We need to work on our outstanding accounts.

Vice Chairman Peterson made a Motion to “Abate the past due charges for Richard Csanyi and Norman French Jr. and stop the normal billing.” Chairman Quindley seconded the motion. Vote was taken, all were in agreement. Motion passed.

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2 Abatements - Motion was made by Chairman Quindley and seconded by Vice Chairman Peterson to “Abate \$1.58 interest from Adams and Abate \$20.00 from Conboy.” Vote was taken, all were in agreement. Motion passed. Abatements were signed.

Chairman Quindley will meet with Courtney Mitchell and set up a time for a regular meeting.

Mr. Noyes will look into taking another test for another level on Distribution. He has 1 on Treatment and 1 on Distribution now. Mr. Noyes will also receive compensation for taking more responsibility. The compensation would be half of the difference between what the Superintendent made and what Mr. Noyes makes. When grade 2 license is received there will be adjustments at that time. Chairman Quindley will get compensation for the hours he puts in when it has been decided what responsibilities Commissioner Mitchell will assume.

Mr. Noyes did have a Town phone but it became an issue of having to carry 2 phones and he gave the Town phone back to the town. It was decided that he would get the town phone back and we would call forward the town phone to his phone so that he would only have to carry one phone and customers and venders would not have his personal phone number.

**H. NEW BUSINESS:**

**I. NON-PUBLIC SESSION: NONE**

**J. ADJOURNMENT:** Motion was made by Chairman Quindley to adjourn the meeting. Motion was seconded by Vice Chairman Peterson, vote was taken, and all were in agreement motion passed. Meeting was adjourned at 11:00 am.

Respectively submitted:  
Penny Williams - CLERK

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DATE SIGNED

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RICHARD QUINDLEY - CHAIRMAN

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EDWARD PETERSON – VICE CHAIRMAN