

**ALTON WATER WORKS  
67 FRANK C. GILMAN HIGHWAY  
ALTON, NEW HAMPSHIRE  
MINUTES OF APRIL 29, 2015  
REGULAR MEETING**

PRESENT: Chairman Paul White  
Vice Chairman Richard Glidden  
Commissioner Stephen Miller  
Superintendent William Curtin

**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 White to call the meeting to order at 9:30 am. Vice Chairman Glidden seconded the motion.

**B. APPROVAL OF AGENDA:** Chairman White made a motion to accept the Agenda as read, Commissioner Miller seconded the motion. Vote was taken, all were in agreement, and Agenda was accepted.

**C. APPROVAL OF MINUTES:** Vice Chairman Glidden made a motion to accept the Minutes of the Regular Meeting of March 25, 2015. Motion was seconded by Commissioner Miller. Vote was taken, all were in agreement. The Minutes of the Regular Meeting of March 25, 2015 were accepted as read.

**D: PUBLIC INPUT:** Commissioner Miller asked that Thomas Boudette, the person in charge of the Alton Central School project, attend the meeting for the purpose of coming to an agreement for scheduling the flow tests he is asking for. He will call Superintendent Curtin Monday May 4<sup>th</sup> to see if it will be possible to do the tests on Tuesday May 5<sup>th</sup> which will be in the same time frame as the flushing of the hydrants which has already been scheduled.

Underwood Engineering sent Mr. Boudette an email explaining what they would like to have available when the testing was done. A copy of the email is attached. They would like to know the status of the reservoir prior to testing, which Superintendent Curtin will have a better idea by the first of the week. He also asked that if Superintendent Curtin was ok with someone taking measures to shut down a hydrant or line in the event of an emergency. They will use as little water is possible. Superintendent Curtin said that someone will also be close by if needed. Superintendent Curtin also will see if the fire department would be able to work with them, and get it all documented. Commissioner Miller indicated that he would like to be able to watch the process.

**E. CORRESPONDENCE:** LRW & Ti Sales quote was discussed. Pricing is for a tank designed specifically for our application, parts, necessary fittings and freight only. Labor will be separate as the Alton Water Works will help with the installation. Chairman White made a motion "To accept the Quote as submitted by Northeast Fluid Control Inc. and LRW Water

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Services.” Commissioner Miller seconded the motion. Vote was taken and the Quote was accepted.

Commissioner Miller asked about the bidding process. As often as possible, 3 quotes are requested. Where our needs can be specific, sometimes this is not possible. Any purchase over \$500.00 should go out to bid and must have a purchase order to accompany the bill.

The proposal Peter Julia P.E. from Farmhouse Land Development for the replacement of the water line in the lake at the Alton Bay Bridge was discussed. Superintendent Curtin suggests that the Alton Water Works moves ahead with the project quickly as a number of properties do not have permanent water and are being serviced by temporary lines. Chairman White made a Motion “To proceed with the necessary work proposed by Peter N. Julia P.E. for the completion of replacing the water line under the bridge at Alton Bay”. Commissioner Milled seconded the motion. Vote was taken and all were in agreement.

One Campground property that was marked as destroyed in the fire of 2009 was found not to have been effected and a letter was sent to them on March 24, 2015. Nothing has been heard from them so Commissioner Miller thought that we should send them an additional letter, Registered with a Return Receipt Request.

Commissioner Miller received an email from Mr. Boudette on Monday stating the Superintendent Curtin spoke to him and he would not be available for the flushing of the hydrants that was scheduled for Tuesday. Mr. Boudette asked if it would be possible to have a commissioner present for the testing and he was told that two commissioners were spoken with and both agreed that the testing should not be done on Tuesday. Commissioner Miller asked why he had not been notified. Since a majority of the Commissioners and agreed not to proceed, it was not necessary to call a third.

Every effort will be made to keep all parties informed and to make every effort to find the correct answers to any questions brought up to the commissioners. Communications must go through the Superintendent and if he deems it necessary, he will bring it up before the Commissioners.

Once again it was brought up that Commissioner Miller is not convinced that the water commissioners are necessary. He will inform the commissioners of his decision if he decides to take action. He is waiting to be convinced that the commissioners are or are not necessary and he feels that to be a part of the commissioners will give him insight to make an informed decision.

Chairman White would like to have an open house to be able to show the water users what we do and what we have to contend with.

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**F. SUPERINTENDENTS REPORT:** Jones Field pump is running an average of 17 hours per day @ 168,300 gallons per day.

A leak was found by Mr. Mahoney on 28A, a property valve had been left open.

Summer Lines will be on by the end of the day barring any problems. Rte. 11 had an issue with the replacement of a guard rail where the posts were driven in and damaged the water line which had been turned off prior to this work so it was not noticed until the water was turned back on this spring.

Underground Engineers/Alton Central School was covered in Public Input.

PMHS class came to the Alton Water Works. They were studying water and waste water and Superintendent Curtin spoke to them about what the water department does, where the water comes from, how the system works, what treatment is necessary.

Irwin Marine properties and Parker Marine are being supplied by temporary lines until the line under the Alton Bay Bridge is repaired.

The Nadeau property on the traffic circle is going to be torn down and he wants to disconnect from the system. This is not a problem but if a building is ever constructed on the site, it will have to make application for a new service.

The property on the campground that was in question does have a well. They do have a spigot that is on our system but Mr. Schaftner believes that it is not being used.

**G. OLD BUSINESS:** SOP's and SOG's - Chairman White opened the subject for discussion. There was no discussion at this time. Chairman White made a motion "To accept the SOP's and SOG's for the Alton Water Works". Commissioner Miller seconded the motion, vote was taken, and all were in agreement. The SOP's and SOG's are in effect for the Alton Water Works.

The Line in the Lake was discussed under Correspondence.

10/29/14 meeting called for 2 meetings a month during the months of May thru October on the 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays. Commissioner Miller suggested that it be tried with one meeting a month and if it is found necessary then the second meeting can be added. There is also the option of being able to call a Special Meeting if necessary. Vice Chairman Glidden made a motion "To continue with one meeting a month and to hold a Special Meeting if it is deemed necessary." Commissioner Miller seconded the motion. Vote was taken, all were in agreement. Motion passed.

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**H. NEW BUSINESS:** Communication was covered in Correspondence in that every effort will be made to keep all parties informed.

Levey Park well was covered in Correspondence.

Route 11 by R&B Auto was covered in Correspondence under LRW & Ti Sales quote.

The Town of Alton is offering employees that need cell phones to get one from Town Hall and that stipends will no longer be paid for use of personal cell phones for business purposes. Superintendent Curtin turned down the town cell phone because all his contacts are in his phone and his contacts have his cell number. Mr. Noyes did decide to take the phone.

Vice Chairman Glidden asked if Superintendent Curtin was going to get into a Backflow Preventer Valve Testing Class. Superintendent Curtin said he had a contact in Hooksett and he will get in touch with him.

For the hydrant flushing in May, an advertisement was placed in the Baysider for 3 consecutive weeks starting April 23, the 30<sup>th</sup> and May 7<sup>th</sup>. Notices were also posted in both post offices and in the town hall. An ad was placed in the Laconia Citizen on Saturday April 25<sup>th</sup> for the hydrant testing that was to have taken place on April 28<sup>th</sup> and was also posted in both post offices and the town hall but that did not take place due to the leaks found on Rt. 11.

Commissioner Miller asked if Mr. Noyes was working and yes he is, he is on light duty and we have a part time helper that can be used when necessary.

Rules and Regulations 2. o. - Chairman White suggested that this be moved to the next meeting so everyone could read the changes that need to be made to the Rules and Regulations prior to making a motion.

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

**J. ADJOURNMENT:** Motion was made by Chairman White adjourn the meeting. Motion was seconded by Vice Chairman Glidden, 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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PAUL WHITE - CHAIRMAN

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RICHARD GLIDDEN - VICE CHAIRMAN

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STEPHEN MILLER – COMMISSIONER

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WILLIAM CURTIN - SUPERINTENDENT