

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

MAY 2, 2017

MEETING MINUTES OF THE ALTON WATER COMMISSIONERS

CALL TO ORDER: Chairman Mitchell called the meeting to order at 6:09 p.m. Present: Chairman C. Mitchell, Vice-chair L. LaCourse. Commissioner N. Downing. Mr. Russ Noyes, Mr. Tom Decowski, and Mrs. Penny Williams.

APPROVAL OF AGENDA: C. Mitchell motioned to approve the agenda of May 2, 2017. L. LaCourse seconded the motion. Unanimously approved.

APPROVAL OF MINUTES: N. Downing motioned to approve the meeting minutes of April 26, 2017. L. LaCourse seconded. Motion approved.

APPOINTMENT: With Mr. Russ Noyes and Mr. Tom Decowski. Discussion as follows:

- Mr. Noyes questioned the necessity for the Commissioners' request for itemized time cards and expressed concern they may be redundant to work orders and other paper work. The Commissioners explained the need as a method of assessing the cost of doing business. For instance, for determining how long it may take to do a backflow preventer test versus the charge for that service and whether or not the charge is adequate.
- It was clarified both service trucks should be fully stocked for service calls. Parts should be inventoried as used and restocked on a nightly basis.
- Inventory. The guideline was made to identify what we need and how much we need. Then determine where to get it most reasonably and efficiently.
- Mr. Noyes provided a list of needed parts. C. Mitchell will approve it and instruct where and when to order it.
- Mr. Noyes and Mr. Decowski requested a hand operated vibrating compactor be acquired to facilitate their work. Estimated Cost is \$900.00. Motion was made by N. Downing for C. Mitchell to obtain three quotes and purchase. L. LaCourse seconded the motion. Unanimously approved.
- A portion of the Alton Bay Water Main, located in the vicinity of the Alton Bay Bathhouse and extending on the westerly side of Route 11 toward Pop's Clamshell was discussed as it relates to the Alton Highway Department's project which is presently in the works. The infrastructure in this vicinity is original, and obsolete. Mr. Noyes indicated he and Mr. Decowski do not have the necessary training and expertise to carry out this project as it requires installing a 6" Main, with the necessary sanitizing, etc.. With due consideration, a Motion was made by N. Downing to replace this Main with a 6" C900, along with the appurtenances such as any necessary valves, hydrants, and connections, to be done in conjunction with the Highway Department's project, for a sum not to exceed \$26,000.00, to be funded through the Capital Reserves of approximately \$12,000.00, and 2017 line item budgets for water main

expenses. L. LaCourse seconded the motion and it was unanimously approved. Chairman C, Mitchell will administrate this project.

- Mr. Noyes and Mr. Decowski were encouraged to engage in further training for certification at the expense of the Alton Water Department, with the Commissioner's pre-approval.
- Mr. Noyes and Mr. Decowski were thanked for their time and input. They were instructed to include their participation on their time card, and to adjust their following workday accordingly so as not to incur any overtime.

Motion was made by N. Downing, seconded by L. LaCourse to move: 'Update of Rules and Regulations to reflect billing procedures' to the next item agenda. Unanimously approved.

- Mrs. Williams recommended changing the Rules and Regulations of the Water Department regarding item 3., Billing, Section b.: "All billing for the use of water shall be made to the owner of the property as listed on the Town of Alton Tax Records. Outstanding water bills are a lien against the property." Mrs. Williams' request was to include the lessee's name on the bill, along with the property owner's name, and address it to the lessee. Notwithstanding consideration, a Motion was made by N. Downing and seconded by L. LaCourse to keep the rule unchanged. Motion carried unanimously.
- Mrs. Williams brought forth a Seasonal Water User's request for a new Seasonal Service and asked for the Commissioners' input. A motion was made by N. Downing, seconded by C. Mitchell to follow the Rules and Regulations of the Alton Water Works Commissioners, item #2, Section a. and b.. Motion passed unanimously.
- Mrs. Williams was thanked for her time and instructed to be paid for her attendance, with an adjustment to her regular hours, so as not to exceed them.

PUBLIC INPUT: None.

CORRESPONDENCE: None.

COMMISSIONERS REPORT: Jones Field Pump is running an average of 7.72 hours per day @ 143,605 gallons per day.

OLD BUSINESS:

- Advertisements for jobs: C. Mitchell will provide a Job Advertisement for a Licensed Water Operator, Class II, Working Foreman, with the ability to be on call, at the next Commissioner's Meeting, for approval and advertisement.
- Additional update of Rules and Regulations: Motion was made by L. LaCourse to amend the Rules and Regulations, Section 3. Billing, item i.: "The rates will be assessed every June by the Alton Water Commissioners to evaluate the status of any change that may be required", to: "The rates will be assessed at a minimum of every June, and periodically as necessary, by the Alton Water Commissioners to evaluate the status of any change that may be required." Seconded by N. Downing. Unanimously approved. Rules shall be updated with a revision date of May 2, 2017.

- Set 2017 Rates for Seasonal Customers: Following analysis of the Seasonal Rates, which are presently unmetered, in conjunction with the average year-round user rates, a Motion was made by L. LaCourse to increase the Seasonal rates from \$300.00 per season, to \$410.00 per season, with the additional fees to turn "on" and "off" ~~remaining the same~~. In summary: Seasonal, unmetered, water rates shall be as follows: \$410.00 per season. In addition \$50.00 to turn on and \$50.00 to turn off, for a total Seasonal Rate of \$510.00. N. Downing seconded. Motion passed unanimously.
- Set the Back Flow Testing Rates. Motion was made by C Mitchell to increase the maneuver to \$75.00 per test. L. LaCourse seconded. Unanimously approved.

NEW BUSINESS: New Business (review of Clerk's job description, approval and adoption, will be carried forward to the next meeting.)

OTHER BUSINESS: Right to know Laws. Discussion ensued. Any E-Mails should be for informational purposes only. Absolutely no policy or decision making processes should be conducted. Policy adopted: E-Mail should be restricted to "For Information only", with Mrs. Williams, Clerk, as the liaison, and the distributor.

NEXT MEETING: Having no other business before the Commissioners, the next meeting will be at the call of the Chair, and duly published, once a meeting with a State of New Hampshire Department of Environmental Services representative is coordinated.

MEETING ADJOURNED: 9:09 p.m.

These minutes were recorded by: N. Downing, Commissioner

May 9, 2017

Date Signed



Courtney Mitchell, Chairman



Lou LaCourse, Vice-Chairman



Nancy J. Downing, Commissioner