

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

MAY 9, 2017

MEETING MINUTES OF THE ALTON WATER COMMISSIONERS

CALL TO ORDER: Chairman Mitchell called the meeting to order at 6:05 p.m.
Present: Chairman C. Mitchell, Vice-chair L. LaCourse, Commissioner N. Downing.

APPROVAL OF AGENDA: Motion was made by N. Downing to approve the agenda with the following additions:

E: Correspondence: Right to know request Memo from the T.A., dated May 8, 2017, and

I: Other Business: Review and approve agreement for Payment of past due balance.

Seconded by L. LaCourse. Unanimously approved.

APPROVAL OF MINUTES: N. Downing made a motion to approve the minutes, subject to striking the words: "remaining the same" on line 5 of page three. Motion was seconded by C. Mitchell. Unanimously approved.

PUBLIC INPUT: None.

CORRESPONDENCE: The Commissioners received a memo from the Town Administrator, Elizabeth Dionne, regarding Right to Know requests.

COMMISSIONERS REPORT: Jones Field Pump is running an average of 9.4 hours per day @ 180,480 gallons per day.

Clerk's Notes: Proposed Seasonal Billing for 2017: \$93,480 + \$2,917.60 for On, Off, and other billing. (2016 was \$69,900 + \$1,825 for On, Off, and other billing. The rate was increased from \$300.00 to \$410 and On, Off rates for the season were increased from \$25.00 to \$50.00.

Three accounts were shut off May 9, 2017 for non-payment. One account had an agreement but did not honor it. One additional account has agreed to a payment plan. (they had filed bankruptcy, but the water was not included).

Notice of Hydrant flushing was sent to the Baysider to be published May 11, 2017. A notice will also be posted at the Town Hall and Post Offices. DATES: May 15, 2017 thru May 19, 2017.

OLD BUSINESS:

1. Update Rules and Regulations: A motion was made by N. Downing and Seconded by L. LaCourse to clarify the Rules and Regulations to include (under billing): All metered water customers, year-round or seasonal shall be billed on the same basis. Motion was unanimously approved. N. Downing will draft the language of the

clarification for review and adoption at the next regular meeting. N. Downing will send a memo to the Clerk with the above clarification including any answers to any specific questions.

2. Compactor Quotes: Three Prices were provided by C. Mitchell, with the recommendation to purchase from Northern Tool for the price of \$999.00 (Nine Hundred, ninety-nine dollars). A motion was made by N. Downing to purchase the compactor from Northern Tool for the amount of \$999.00. Motion was seconded by C. Mitchell. Unanimously approved. C. Mitchell will facilitate.
3. Job Advertisement: Notwithstanding discussion relative to the overall operating budget, the job advertisement for Water Operator Foreman was reviewed and approved for publication, with direction to the Clerk to carry out this duty.
4. Approval and adoption of job descriptions. Job Descriptions for Clerk and Water Operator, as written by L. LaCourse were reviewed and adopted by the Commissioners. Instructions were furnished to Mrs. Williams, Clerk, to file the job descriptions at Town Hall, with a copy to be attached to the personnel manual as a addendum, and a copy to be provided to the appropriate employees and copied to their file.

NEW BUSINESS:

1. Water Commissioner's presentation to the Board of Selectman has been scheduled for August 21, 2017. Chairman C. Mitchell will make the Commissioner's presentation.
2. Alton Bay Water Main Bid Discussion. A preliminary review of the scope of the work, with associated quotes, and timeline was discussed. A motion was made by N. Downing and seconded by L. LaCourse to finalize the review and discussion, and make a decision as to the course of direction at the next scheduled meeting of May 10, 2017.

OTHER BUSINESS:

1. Review and approve agreement for Payment of Past Due Payment. The Commissioners reviewed a proposed agreement for payment of arrearages and approved it unanimously.
2. Discussion ensued regarding developing a fee schedule regarding associated costs due to delinquent accounts, i.e.: noticing, shut-off, and re-connect fees. C. Mitchell will present a plan at the next meeting under New Business.
3. Discussion ensued regarding work schedules and hours worked per day. The commissioners will present recommendations for consideration at the next regular meeting.
4. The status of the Blue Truck was discussed. The consensus of the commissioners was to utilize the truck for this year, but make consideration for upgrading in the future.

NEXT MEETING: Aside from the duly scheduled meeting of May 10, 2017 for the purpose of meeting with representatives from the State of New Hampshire D.E.S., the next meeting was scheduled as the regular meeting of the Commissioners, to be held on Wednesday, May 24, 2017 at 6:00 p.m.

Having no further business before the commissioners, the meeting was adjourned at 7:42 p.m.

These minutes were recorded by: N. Downing, Commissioner

May 18, '17
Date Signed


Courtney Mitchell, Chairman


Lou LaCourse, Vice-Chairman

Nancy J. Downing
Nancy J. Downing, Commissioner