

**ALTON WATER WORKS
67 FRANK C. GILMAN HIGHWAY
ALTON, NEW HAMPSHIRE
REGULAR MEETING OF
July 9, 2018**

PRESENT: Chairman Reuben Wentworth
Vice-Chairman Virgil Macdonald
Commissioner Patrick O'Brien

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: Chairman Wentworth called the meeting to order at 6:00 pm.

B. PUBLIC PARTISIPATION AT COMMISSIONER'S MEETINGS:

C. APPROVAL OF AGENDA: Chairman Wentworth added: "Review of Truck Bids" to the agenda. Chairman Wentworth made a motion to "Accept the agenda as amended"; Vice Chairman Macdonald seconded the motion. Vote was taken, all were in agreement, and the Agenda was accepted as amended.

D. APPROVAL OF MINUTES: Approval of Minutes of the Regular Meeting of June 11, 2018.

Vice Chairman Macdonald made a motion "To accept the Minutes of the Regular Meeting of June 11, 2018. Chairman Wentworth seconded the motion. Vote was taken, all were in agreement, and minutes were accepted.

Approval of Minutes of the Regular Meeting of June 25, 2018.

Vice Chairman Macdonald made a motion "To accept the Minutes of the Regular Meeting of June 25, 2018. Commissioner O'Brien seconded the motion. Vote was taken, all were in agreement, and the minutes were accepted.

E. PUBLIC INPUT: Mr. Toothaker requested that the services to his cottages be combined into one metered service. Additional discussion was had explaining the billing aspect and responsibilities. It was suggested that the meter be located in the house. Mr. Toothaker will be responsible for making sure the meter does not freeze or that it is removed by the Alton Water Works and reinstalled by them. Chairman Wentworth will get the costs for the changeover. The Alton Water Works will inspect the depth of the line and will install the meter. The billing will be quarterly by the minimum rate and meter readings. Mr. Toothacker will notify the office when it will be convenient for the changeover after Labor Day.

The billing will remain in place for 2018. Chairman Wentworth made a motion to "Discontinue services #878, #879, #880, and #881 and have the one service at #430 that will be year round service, with the meter installed in the house and to be billed quarterly."

Sara Brochu purchased 107 Mitchell Ave. and asked Chairman Wentworth if she could have year-round water at that location. The property will be assessed to be sure that it's possible.

The cemetery has an x-ray that would tell the depth of the line.

Chairman Wentworth asked that Mrs. Mitchell go to the wellhead to check the area where we have been leaving gravel and asphalt. Jonathan Downing mentioned to Chairman Wentworth that nothing can be stored there. Discussion was had and it was suggested that Mr. Decowski talk with the Highway Department to find out where they leave miscellaneous materials.

- F. CORRESPONDENCE: Commissioner O'Brien mentioned that everyone was happy with the patching that was done. It was suggested that we do less volume more often. It was also suggested that we speak to the Highway Department and coordinate the patching process as the Highway Dept. has all the equipment.
- G. DEPARTMENT REPORT TO THE COMMISSIONERS: The past due accounts were discussed. Appointments are being made to meet with the overdue accounts. A certified letter for shut off is to be sent to the overdue customers who have not made contact for an appointment.

Discussion was held on the Agreements for payments. The overdue accounts will be assessed every 30 days and as the accounts reach 90 days a notice for disconnect will be sent.

Revenues and expenditures were discussed and detail on some accounts will be provided to the Commissioners.

The new information sheets for the budget were reviewed.

- H. OLD BUSINESS: Bids for New Truck. Received 4 bids, Irwin Ford, Minute Man Trucks, Acme Auto Leasing and Hillsboro Ford all quoted the same vehicle as per the specifications provided, fully equipped, gas.
Irwin Ford quoted \$49,650
Minute Man Trucks quoted \$50,325
Acme Auto Leasing quoted full lease 60 month term @ \$1,135 per month = \$68,100
Hillsboro Ford quoted \$48,948 has the state bids to do all municipal orders. Approximately 4 to 6 months out from time the order is placed. Hillsboro is the only place that has a truck coming in about a month. It does not have everything specified and the cost would be \$51,937. They cannot offer Municipal pricing after the vehicle is on their lot. They also have a truck on the lot for immediate delivery that is diesel at \$57,820. Ford does the financing at 5.95% APR.

Commissioner O'Brien will call Irwin Ford to see what the available time would be.

Chairman Wentworth and Commissioner O'Brien will see if there are other options available for financing. Commissioner O'Brien will call Tri State to check on a truck there. This will be tabled and brought up at the next meeting. Commissioner O'Brien was thanked for all his time and effort spent on this matter.

I. NEW BUSINESS: Chairman Wentworth would like to get a start on the budget mid-August.

A CD was found that has a drawing of the water system and prints will be made.

Get information together on any Policy's for the Alton Water Works to review.

J. NON PUBLIC SESSION:

Motion to enter Nonpublic Session was made by Chairman Wentworth seconded by Vice Chairman McDonald.

Specific Statutory Reason cited as foundation for the nonpublic session: RSA 91-A: 3, II

Roll Call vote to enter nonpublic session:	Reuben Wentworth	Y
	Virgil McDonald	Y
	Patrick O'Brian	Y

Entered nonpublic session at 7:00 pm

Motion to leave nonpublic session and return to public session was made by Chairman Wentworth, seconded by Vice Chairman Macdonald.

Roll Call vote to enter public session:	Reuben Wentworth	Y
	Virgil McDonald	Y
	Patrick O'Brian	Y

Public session reconvened at 7:15 p.m.

K. ADJOURNMENT: Motion was made by Vice Chairman Macdonald to adjourn the meeting. Motion was seconded by Commissioner O'Brien. Vote was taken, and all were in agreement motion passed. Meeting was adjourned at 7:18 pm.

Respectively submitted:

Penny Williams
Clerk

8/13/18
DATE SIGNED


REUBEN WENTWORTH - CHAIRMAN


VIRGIL MACDONALD - VICE CHARMAN


PATRICK O'BRIEN - COMMISSIONER