

**ALTON WATER WORKS  
67 FRANK C. GILMAN HIGHWAY  
ALTON, NEW HAMPSHIRE  
REGULAR MEETING OF  
August 13, 2018**

PRESENT: Chairman Reuben Wentworth  
Vice-Chairman Virgil Macdonald  
Commissioner 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. APPROVAL OF AGENDA: Chairman Wentworth made a motion to "Accept the agenda as read"; Vice Chairman Macdonald seconded the motion. Vote was taken, all were in agreement, and the Agenda was accepted.

C. 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

Entered nonpublic session at 6:01 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

Motion was made by Chairman Wentworth to "To not divulge the minutes of the Non-Public session" Vice Chairman Macdonald seconded the motion; all were in agreement the motion passed.

Public session reconvened at 6:06 p.m.

- D. APPROVAL OF MINUTES: Meetings of July 9, 2018 and July 23, 2018. Motion was made by Chairman Wentworth "To approve the Minutes of the regular meetings of July 9, 2018 and July 23, 2018." Vice Chairman Macdonald seconded the motion, vote was taken, and Motion passed.
- E. PUBLIC INPUT: Chairman Wentworth was approached by a water customer who was concerned about an area that was disturbed during an earlier repair and not patched at Eastside Drive. Chairman Wentworth advised the men of the issue and it will be taken care of as soon as possible.

Janet and Anthony Avola, at 50 Eastside Drive, came to discuss their rusty water which she gets on a regular basis. The situation was discussed and every effort would be made to get their line flushed on a regular basis for the remainder of the season. It will be noted that the pipe should be replaced and will be considered for replacement for the 2018 budget.

They also had concerns about the amount of water, dirt and rocks that flows down from behind them. Chairman Wentworth suggested that they contact the road agent.

Commissioner O'Brien joined the meeting.

Discussion was held on procedures for flushing lines and hydrants to help alleviate some of the rust issues. Mr. Decowski and Mrs. Mitchell will go to the Eastside Drive area and asses the best way to address the rust.

- F. CORRESPONDENCE: A letter was written to address the Rothermel's water service on Eastside Drive. The customer believed that they were being overcharged. Readings were recorded and after some discussion, a Motion was made by Chairman Wentworth "To send the letter to the customer with the Water Works findings and stating that the water charges stand as billed." Vice Chairman Macdonald seconded the motion. Vote was taken and all were in agreement. The letter was sent.

G. DEPARTMENT REPORT TO THE COMMISSIONERS:

- H. OLD BUSINESS: Overdue Accounts: Discussion was held concerning one overdue and they will be called to set up a meeting and a payment schedule, or the water will be turned off in ten days.

Another overdue account was paid in full and it was agreed that they pay \$35.00 every month which has been done.

Several other accounts were also discussed. Letters will be sent and phone calls made.

Work orders were discussed.

Discussion was held on Seasonal Accounts that are past due. It was suggested that at the end of the season a letter be sent that states that the current year must be paid and the next years' billing will have to be paid in advance to having their water turned on.

Vice Chairman Macdonald brought up the subject of the truck that the Solid Waste Center has. He thinks it would be good for the Superintendent to use.

New Truck – Discussion was held on the quotes received for the new truck. Chairman Wentworth made a Motion "To purchase the Hillsboro Ford truck for \$52,137 payable in 5 equal payments of \$11,788.12 to be financed thru Municipal Finance Department Ford Credit." Motion was seconded by Vice Chairman Macdonald. Vote was taken, all were in agreement.

Discussion has held concerning the dump trailer needing tires. Chairman Wentworth will look into pricing tires.



Revenue and expenditures as of July 2018. Discussion was held on overtime wages, and upcoming projects such as School Street. Capital Improvements need to be looked at also.

Commissioner O'Brien attended a class for Sustainable Management for Small Public Water Systems thru DES in Concord. He met up with Rcap Solutions who do work with people whose systems needing direction. They are free and come in and look over the system and they will recommend ways to keep the system up as well as knowledge of available grants and low interest loans. The superintendent would be able to look into the grants and get the applications in place. The Water Works is not allowed to accept grants or gifts at this time which needs to be looked into.

Commissioner O'Brien mentioned that he could go over the expenses with the laborers so they understand the budget.

There seems to be a high gas usage. The mileage is on each gas slip. When the Water Works is plowing for the Highway Dept., the Highway Dept. does pay for the laborer but not for the gas used. It was suggested that everything done be put on a time sheet to keep track of the hours spent on various jobs.

Two hydrants need to be replaced. One hydrant is by the Mt. Washington dock and one at the bottom of Rollins Hill. Chairman Wentworth believes than the price is between \$5,000 to 7,000 apiece.

The Rollins Hill hydrant will require a DOT permit to shut the lane down. Discussion was held concerning moving the hydrant over to the other side of the road. There are spacing restrictions and insurance regulations. Chairman Wentworth recommends doing the one by the dock as it is out of the State right of way so it would be less expensive. Commissioner O'Brien would like to see one on Main Street done. We did replace 3 hydrants this year. Mrs. Mitchell will be contacted for her opinion on which hydrant will be done first.

Commissioner O'Brien commented that the Hydrant Fee charged to the Alton Fire Department for maintenance and replacement is no longer going to be enough. He would also like to define exactly what the maintenance fee involves. This will be addressed when the budget is done.

Nosseff's cottage was disconnected on 6/11/18

Task list needs to be developed for 2019.

Commissioner O'Brien mentioned that the Federal DES has a free mapping program that may be useful

- I. NEW BUSINESS: Budget. General discussion was had concerning the 2019 Budget. Commissioner O'Brian recommends that the commissioners and Mrs. Mitchell should all work on the budget together line by line.

Accepting Credit Cards - There would be a charge to the customer for using the credit card service.

Hydrants need to be painted as well as the Alton Water Works Building.

Inspections are coming up.

Levey Park has a leak in the roof. Chairman Wentworth went and looked at the situation as it was leaking near the electrical panel. He found a pocket between the old section of the building and the new section which would hold water and leach thru the concrete. Vice Chairman Macdonald will also take a look and see if he has something to help stop the leak.

Chairman Wentworth mentioned that there was a woman that purchased a property in the campground and she wanted to make sure she could get year round water.

He also mentioned that the line on Route 140 has an area that the line is only buried approximately 2-3" the reason is that the State keeps ditching the side of the road there. That line needs to be protected where they had fixed the line previously.

The old blue water truck is out behind the Fire Department and needs to be removed. The crane and anything what can be used will be removed. Commissioner O'Brien would like to sell it if possible and he has a meeting with Warren and will discuss that.

Next Meeting will be 8/27/18.

- J. ADJOURNMENT: Motion was made by Commissioner O'Brien made a motion to adjourn the meeting. Motion was seconded by Vice Chairman Macdonald. Vote was taken, and all were in agreement motion passed. Meeting was adjourned at 8.00 pm.

Respectively submitted:

Penny Williams

Clerk

8/27/18  
DATE SIGNED

  
REUBEN WENTWORTH - CHAIRMAN

  
VIRGIL MACDONALD - VICE CHARMAN

  
PATRICK O'BRIEN - COMMISSIONER