

**ALTON WATER WORKS
67 FRANK C. GILMAN HIGHWAY
ALTON, NEW HAMPSHIRE
REGULAR MEETING OF
September 11, 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:
Vice Chairman Mcdonald Wentworth made a motion to "Accept the agenda as read";
Commissioner O'Brien seconded the motion. Vote was taken, all were in agreement, and the Agenda was accepted.
- C. APPROVAL OF MINUTES: Minutes of August 13, 2018 Motion was made by Chairman Wentworth "To approve the Minutes of the regular meeting of August 13, 2018". Vice Chairman Macdonald seconded the motion, vote was taken, and Motion passed.
- D. NON-PUBLIC SESSION: NONE
- E. PUBLIC INPUT: NONE
- F. CORRESPONDENCE: 2 e-mails from Town Administrator – Alton Water Works does not have anything for the CIP program as we have our Capitol Reserve Accounts.

Discussion was held concerning the CIP, the Capitol Reserve Accounts, grants, a 5 year plan and an Asset Management Program for DES. Commissioner O'Brien would like to have I Cap Solutions come in to map and help with organizing our services and help with grants. Ms. Mitchell will be asked if she can look into this.

Reminder for the Asset Management Workshop that DES will be hosting on Tuesday, October 30, 2018. Mr. Decowski will be asked if he would like to go and Commissioner O'Brien would also like to go.

A discussion was held between Ms. Mitchell and Chairman Wentworth concerning license and testing for both laborers. Ms. Mitchell will schedule the testing and notify each laborer as to when the test is scheduled.

Letter from Rothermel: an additional letter was received with information on this Softener system and his irrigation system in relation to how much water each system uses. His information was broken down and totaled showing that approximately one-half of their water usage is the softener and irrigation. A letter will be written including the breakdown of usage.

Offer to change the meter and if the old meter test comes back that the meter is good, than he will be responsible to pay for the meter and installation.

G. DEPARTMENT REPORT TO THE COMMISSIONERS:

List of Flat Rate Year Round customers: 67 customers do not have meters. There are some funds left to purchase more meters. The flat rate customers were discussed.

Service personnel to keep in touch with the office: Contact should be made throughout the day. Commissioner O'Brien suggested that the service men fill out a daily work sheet like the one used by the Highway Dept., having a copy of any work order attached to the daily sheet.

Summer past due as of 8/2/18 when statements were sent collected \$4,729.83
Statements will be sent again.

Quarterly Past Due statements were we sent to overdue accounts, 14 included a letter from the commissioners on 8/29, collected to date \$2,770.41

Expenses and Revenues to date were discussed. An evaluation of the remaining budget was discussed as well as the estimated billings and income.

Chairman Wentworth has been collecting information from prior years to evaluate the amount of funds that were available at the end of each year. He also wants to contact the auditors to discuss the funds left at the end of each year and how it is to be handled.

H. OLD BUSINESS: The Commissioners signed the Employee Payroll Classification Form.
2 Abatements – Costello was credited ½ his annual fee due to rusty water.

Copp called and reported that he had a well and requested his service be discontinued. The abatement was voided. He will be billed for the time prior to his call as well as a disconnect fee.

I. NEW BUSINESS: Fire Hydrant in front of the fire department. Commissioner O'Brien said that there had not been a formal policy for using the hydrant. If the hydrant was used in a low flow the FD could use the water to fill a truck etc. If a high flow of water was going to be used then the water dept. was notified. He feels that if the usage is to go to Emergency Only Use a letter should be drafted and sent. Discussion was had concerning the rust that is generated when the hydrant was used and whether or not a line should be installed at the time the Route 140 project is done by the State. At this time it was discussion only.

Arrangements have been made to have prisoners come in on Friday 9/14/18 to paint the building. Chairman Wentworth suggested that one of the boys be here on Friday to overlook the painting. He should leave early on Thursday so there will be no overtime for this project.

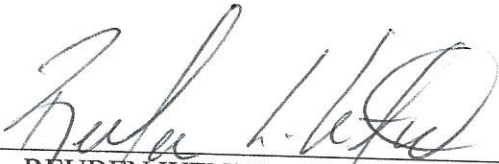
J. Return to OLD BUSINESS: Chairman Wentworth had taken photos of the property on School Street that was disturbed to fix a water leak. He determined that one shrub did have damage. He suggested that the property owner receive \$100.00 towards replacing the shrub.

Budget - Discussion was held concerning the budget. It was decided that the line items detailing wages will be discussed in a Non-Public session at a later date. Each line item was addressed


K. ADJOURNMENT: Motion was made by Vice Chairman Macdonald made a motion 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 8:10 pm.

Respectively submitted:
Penny Williams
Clerk

DATE SIGNED



REUBEN WENTWORTH - CHAIRMAN



VIRGIL MACDONALD - VICE CHARMAN

PATRICK O'BRIEN - COMMISSIONER