

**ALTON WATER WORKS  
67 FRANK C. GILMAN HIGHWAY  
ALTON, NEW HAMPSHIRE  
REGULAR MEETING OF  
December 10, 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. APPROVAL OF AGENDA:**

Motion was made by Chairman Wentworth to approve the agenda as read, was seconded by Vice Chairman Macdonald. Vote was taken all were in agreement.

**C. APPROVAL OF MINUTES:**

Minutes of November 13, 2018. Motion was made by Chairman Wentworth "To approve the Minutes of the regular meeting of November 13, 2018". Commissioner O'Brien seconded the motion, vote was taken, all agreed to the Motion, and the Motion passed.

**D. NON-PUBLIC SESSION:** To be entered in at the end of the meeting.

**E. PUBLIC INPUT: NONE**

**F. CORRESPONDENCE:**

27 School Street agreement. Letter was read and discussion was held. Chairman Wentworth made a Motion "To accept the proposal for a credit". Vice Chairman Macdonald seconded the motion. Vote was taken and all were in agreement. Abatement for credit was signed.

Agreement for overdue account. Commissioner O'Brien made a Motion "To accept the proposed schedule for payment from property owners". Vice Chairman Macdonald seconded the motion. Vote was taken, all were in agreement. Proposed schedule was signed by all.

Email from the Administrator Re: Encumbrances 2019. Chairman Wentworth does not believe that they have to ask the Selectmen to encumber funds. Discussion was held and as per a

meeting with the town attorney, the Water Works funds belong to the Water Works, whatever is collected above the budget, belongs to the Water Works.

Copy of letter dated 12/7/18 to Board of Selectmen re: Water Main Extension Route 140 – with attached copy of letter dated 3/22/18. Discussion was held concerning this project. This project has been put on hold as the water testing results have improved and is within the safe drinking water.

#### G. DEPARTMENT REPORT TO THE COMMISSIONERS:

Budget as of November 30, 2018 was reviewed.

In November

66 Statements were sent for past due balances for quarterly billings

23 were sent with letters (more than 1 qtr past due) Deadline for contact 12/19/18

4 accounts had notices posted to their door for shut off on 11/27. Payments were made on all accounts.

6 overdue Seasonal letters were sent stating that they would not get their water turned on until the balance was paid plus the next season. None payment could cause a lien to be placed on the property

#### H. OLD BUSINESS:

21 Depot Street Credit was discussed. Vice Chairman Macdonald made a Motion to “Abate the \$191.00 in over charges from the prior year.” Commissioner O’Brien seconded the Motion, vote was taken and all were in agreement.

The property owner on Riverlake has agreed to have the 3 shut offs moved into the right of way.

#### I. NEW BUSINESS:

Abatement for Tags Realty. Payment was made to the wrong account and was added back in twice. Commissioner O’Brien made a motion “To sign the Abatement for \$100.11 to correct account.” Vice Chairman Macdonald seconded the Motion and vote was taken and all were in agreement.

Abatement for 156 Spring Street. He did call back in June after receiving his seasonal bill and it was overlooked. Abatement is for the 4 months that he was charged for the seasonal service. Chairman Wentworth made a motion “To Abate the seasonal water charge.” Commissioner O’Brien seconded the Motion. Vote was taken and all were in agreement.

New past due accounts were reviewed.

Chairman Wentworth stated that in the spring the Alton Water Works will go to all the summer customers and check to see if the customer has turned on their water themselves. If they have then action will be taken.

The Budget ending November was reviewed and Chairman Wentworth stated that all expenses are on an emergency spending only.



2 Bids for the 2006 Ford Truck were reviewed. Vice Chairman Macdonald made a motion "To accept the bid from Michael Seale for the amount of \$672.00 based on as is, where is and seen as with no warranties implied." Commissioner O'Brien seconded the motion, vote was taken and all were in agreement.

J. NON-PUBLIC SESSION:

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

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

Roll Call vote to enter nonpublic session:	Reuben Wentworth	Y
	Virgil Macdonald	Y
	Patrick O'Brien	Y

Entered nonpublic session at 6:35 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 Macdonald	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 6:45 p.m.

Commissioner O'Brien suggested that the Commissioners should discuss what the most important things that the Superintendent, when hired, should concentrate on for the first 6 months. Vice Chairman Macdonald would like to have a schedule made up for the necessary annual items that need to be done such as Hydrant Flushing etc. Chairman Wentworth would like to see the schedule as well and also what the goals for 2019 would be.

Commissioner O'Brian stated that Mr. Decowski will be taking an EMT class with the Fire Department and the way the pays, this would put him in overtime. The Fire Department asked if the Water Department would be willing to give him the time off to take the EMT class so that overtime would not be incurred. Chairman Wentworth did not have a problem with that and would speak to Mr. Decowski about his schedule.

Chairman Wentworth asked if the Town Administrator had brought up the non-money articles as yet. Vice Chairman Macdonald responded negatively. Commissioner O'Brien said that the Town Administrator had written up something concerning the disbanding of the Alton Water Works Commissioners. Commissioner O'Brian had received an email from the Town Administrator concerning this matter. Chairman Wentworth will get a copy.

Chairman Wentworth asked what the other commissioners thoughts were on this subject. Vice Chairman Macdonald replied that he was not in agreement with disbanding the Alton Water Works Commissioners. This matter had been brought up previously and it wasn't received well by the public and was not accepted. Chairman Wentworth is in favor of disbanding, Vice


Chairman will agree to take this matter to the public, and Commissioner O'Brien did not voice an opinion.

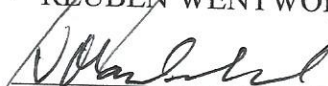
K. ADJOURNMENT:

Motion was made by Chairman Wentworth 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 6.55 pm.

Respectively submitted:  
Penny Williams  
Clerk

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DATE SIGNED

  
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REUBEN WENTWORTH - CHAIRMAN

  
\_\_\_\_\_  
VIRGIL MACDONALD - VICE CHARMAN

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PATRICK O'BRIEN - COMMISSIONER