

**ALTON WATER WORKS
67 FRANK C. GILMAN HIGHWAY
ALTON, NEW HAMPSHIRE
REGULAR MEETING OF
March 21, 2018**

PRESENT: Chairperson Courtney Mitchell
Commissioner Reuben Wentworth
Commissioner Patrick O'Brien
Virgil Macdonald

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: Chairperson Mitchell called the meeting to order at 6:37 pm.
- B. APPROVAL OF AGENDA: Commissioner Wentworth has changes for the agenda. Sign Town of Alton-Employee Payroll Classification Form for Commissioner O'Brien. And to add under Old Business: Courtney Mitchell billing. Under New Business - Utilities Electric and heat, finance office. Commissioner Wentworth made a motion to "Approve the Agenda" Commissioner O'Brien seconded the motion, all were in agreement.
- C. APPROVAL OF MINUTES: Commissioner Wentworth made a motion to accept the Minutes of the Regular Meeting of February 13, 2018. Motion was seconded by Chairperson Mitchell. Vote was taken, all were in agreement. The Minutes of the Regular Meeting of February 13, 2018 were accepted as read.

Commissioner Wentworth made a motion to accept the Minutes of the Regular Meeting of February 28, 2018. Motion was seconded by Chairperson Mitchell. Vote was taken, all were in agreement. The Minutes of the Regular Meeting of February 28, 2018 were accepted as read.

- D. RESIGNATION: As of this evening, March 21, 2018, Chairperson Mitchell, is resigning as Chairperson to the Alton Water Works Commission. She is remaining as the licensed Operator and as a Hired Private Consultant/Supervisor.

Commissioner Wentworth accepted Ms. Mitchell's resignation as Chairperson.

Commissioner Wentworth made a motion "To appoint, thru the selectmen, Virgil Macdonald as Commissioner." Commissioner O'Brien Seconded the Motion. Vote was taken and all were in agreement. Virgil Macdonald is Commissioner to the Alton Water Works.

- E. NOMINATION OF OFFICERS: Commissioner Macdonald made a motion to elect Commissioner Wentworth to act as Chairman of the Alton Water Works and

Commissioner O'Brien seconded the motion, vote was taken, all were in agreement. Commissioner O'Brien made a motion for Commissioner Macdonald to be Vice Chairman. Chairman Wentworth seconded the motion, vote was taken, and all were in agreement.

Officers as elected are:
Chairman Reuben Wentworth
Vice Chairman Virgil Macdonald

F. SCHEDULE FOR MEETINGS: Discussion was held as to when the Alton Water Works Commissioners will be able to meet. It was decided that the Commissioners will meet on the 2nd and 4th Monday of each month at the Alton Water Works office at 6:00 pm.

G. PUBLIC INPUT:

H. CORRESPONDENCE: 19 Winni Avenue letter of complaint was discussed. It appears that there had been a freeze at that address. The matter will be looked into.

I. DEPARTMENT REPORT TO THE COMMISSIONERS:

Leak on Mooney Street has been repaired. There was a fuel pump problem with the excavator.

J. OLD BUSINESS: Courtney Mitchell – Billing.

Discussion was held as to how Ms. Mitchell should be compensated for her license and any additional time spent as Hired Private Consultant/Supervisor. Ms. Mitchell will come back with a contract for approval. For the present time, the original agreement will remain in effect.

Chairman Wentworth did not hear back from Ford Grapone or Irwin's today. He does have information on a Tacoma and should look into the Dodge 2500 pickup as the cost Mr. Roberts gave him are compatible with what they are looking for.

Ms. Mitchell gave the employee Evaluations to Chairman Wentworth which does not have to be approved as they were handled at the last meeting.

K. NEW BUSINESS: Chairman Wentworth made a Motion "To retain Courtney Mitchell as the Licensed Operator of the Alton Water Works and to oversee the daily operations of Alton Water Works and including directing Thomas Decowski." Motion was seconded by Vice-Chairman Macdonald. Vote was taken, all were in agreement.

Utilities Telephone, Electric and Heat: The finance office has always paid them as the bills came in then sent us a copy of the paid bill. The Electric bills do come thru this office. Commissioner O'Brien made a motion to: Allow the finance office to pay the phone and heat without commissioner's approval. Chairman Wentworth seconded the motion, all were in agreement, and Motion passed.

L. OTHER BUSINESS: 30-60-90 past due. Discussion was held concerning the overdue balances.

Discussion was had concerning maintenance on the Jones Field pump.

Chairman Wentworth will go to the Selectmen, as a common curtesy, to get permission to use the Town's Engineer.

Discussion was had concerning tying into Barnes Ave. line to make a loop. Discussion was had concerning the School Street area.

M. ADJOURNMENT: Motion was made by Chairman Wentworth 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 7:30 pm.

Respectively submitted:
Penny Williams
Clerk

DATE SIGNED

REUBEN WENTWORTH - CHARMAN

VIRGIL MACDONALD – VICE CHARMAN

PATRICK O'BRIEN - COMMISSIONER