

**ALTON WATER WORKS  
67 FRANK C. GILMAN HIGHWAY  
ALTON, NEW HAMPSHIRE  
REGULAR MEETING OF  
April 23, 2018**

PRESENT: Chairman Reuben Wentworth  
Vice-Chairman Virgil Macdonald  
Commissioner Patrick O'Brien  
Acting Superintendent Courtney Mitchell  
Thomas Decowski

**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 Macdonald made a motion to accept the agenda, Chairman Wentworth seconded the motion. All were in agreement, the Agenda was accepted.
- C. APPROVAL OF MINUTES: Approval of Minutes of the Regular Meeting of April 9, 2018.

Vice Chairman Macdonald made a motion to accept the Minutes of the Meeting of April 9, 2018. Commissioner O'Brien seconded the motion. Vote was taken, all were in agreement.

D. PUBLIC INPUT: NONE

E. CORRESPONDENCE: NONE

F. DEPARTMENT REPORT TO THE COMMISSIONERS:

Update on summer lines – Mr. Decowski stated that the summer line replacement is done, the meter has been installed on the 28A summer line, need to finish clean up. The line was chlorinated for 24 hours before it was put on line April 17, 2018. Route 11 summer line was turned on April 18th and the Alton Bay Christian Conference Center was turned on April 19, 2018.

There was a leak repaired across from Sandy Point.

The meter was replaced at 19 Winni Ave. The meter was monitored and there was flow thru the meter. Chairman Wentworth called the center and let them know that there was water running thru the meter. Discussion was held concerning the running water.

Brad circle has a small leak.

An ad will be placed for a seasonal laborer and a contract is being worked on so that a superintendent can be hired.

Mr. Decowski will be taking his Backflow Testing test and will work on getting his Maintainer 1 then Maintainer 2 licenses. Mr. Decowski was thanked for the good job he has been doing and for all his hard work.

The highway department has upcoming plans to work on School Street and Church Street, possibly next year. Discussion was had as to the limitations the Water Works has in being able to replace the lines, shutoffs and valves on both streets. Information will be gathered as to what would be needed.

Repacking of the pump at Jones Field – Ms. Mitchell stated that it should be done. It may keep the cost down if a pump company is used verses having Lakes Region Water do the job. Levey Park pump also needs to be done.

CCR is ready for distribution,

DES will be coming to the next meeting on May

2 hydrants need valves 1 across from the Community Center towards Sandy Point and 1 at Rollins Hill with the main being across the street. Discussion was held concerning the mechanics of adding the valves. Ms. Mitchell has spoken with WF Richards concerning this.

Levey Field pump, as of 4/17 is running an average of 14.6 hours per day @ 232,638 gallons per day.

Chairman Wentworth thinks that the electric bill for the pump houses seems to be running higher than last year.

- G. OLD BUSINESS: Truck Specifications - information from the dealers should be received in about a month. Discussion was had concerning the specifications and a 1 ton was decided on.

Unpaid bills – The quarterly bills went out April 4<sup>th</sup>. A certified letter is to go out to all overdue balances; they will be given 30 days to contact the office to meet with the Commissioners so a plan can be set up for payment. If the customers have not contacted the office within the 30 days, 15 days thereafter the service will be shut off.

Vice Chairman Macdonald made a Motion “To have the clerk draft the letter that is to be sent out notifying overdue accounts that they have 30 days to contact the Commissioners and if they don’t, the service will be discontinued in 15 days.” The motion was seconded by Commissioner O’Brien. Vote was taken, all were in agreement.

Back Flow Proposals – Discussion was held concerning who should do them. New England Service Company appeared to have the best conditions. Commissioner O’Brien made a Motion that “New England Service Company be awarded the contract for the backflow testing for the amount of \$2,028.00 for the May testing and \$1,508.00 for the October Testing” Vice Chairman Macdonald seconded the motion. Vote was taken; all were in agreement, motion passed.

- H. NEW BUSINESS: Commissioner O’Brien raised the question of updating the power tools. The Highway department has had good luck with Milwaukee tools as well as personally Fastenal stands behind Milwaukee and will provide a loaner when something is down for service.

Chairman Wentworth would like to get a price for the tools directly from Milwaukee. Fastenal has an incentive buy back of \$100.00 trade in value on any tool over 15 volts or commercial duty tool. Vice Chairman Macdonald would like an inventory on the tools. Commissioner O'Brien will provide Chairman Wentworth with the items that are needed.

Chairman Wentworth would like to look at emergency lighting. Vice Chairman Macdonald suggested calling the State Surplus that may be able to provide lighting for short money. Commissioner stated that Milwaukee has 8' tower lights.

The fence out back of the office needs to be repaired.

- I. 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 7:10 pm.

Respectively submitted:  
Penny Williams  
Clerk

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DATE SIGNED

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REUBEN WENTWORTH - CHARMAN

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VIRGIL MACDONALD – VICE CHARMAN

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PATRICK O'BRIEN - COMMISSIONER