

**ALTON WATER WORKS  
67 FRANK C. GILMAN HIGHWAY  
ALTON, NEW HAMPSHIRE  
MINUTES OF DECEMBER 16, 2014  
REGULAR MEETING**

PRESENT: Chairman John Conboy  
Vice Chairman Paul White  
Commissioner Richard Glidden  
Superintendent William Curtin

**A. APPROVAL OF AGENDA:** Commissioner Glidden made a motion to accept the Agenda as read; Vice Chairman White seconded the motion. Vote was taken, agenda was accepted.

**B. CALL TO ORDER:** Motion was made by Chairman Conboy to call the meeting to order at 9:29 am. Vice Chairman White seconded the motion.

**C. PUBLIC INPUT:** Loring Carr was present and shared a letter he received from the SAU #72 to the Alton Board of Heath stating that there had been a meeting of the Alton School Board on December 8, 2014 which the Alton Water Works Commissioners were not aware of nor were the Board of Selectmen. The Board of Selectmen, the Alton Water Works Commissioners and a School Board representative had a meeting on Dec 10, 2014 to discuss the issues with the school. Copy attached.

**D: APPROVAL OF MINUTES:** Vice Chairman White made a motion to accept the Minutes of the Regular Meeting of November 19, 2014 as read, Commissioner Glidden seconded the motion. All were in agreement, Minutes were accepted as read.

**E. CORRESPONDENCE:** None

**F. SUPERINTENDENTS REPORT:** Jones Field pump is running an average of 14 hours per day @ 138,600 gallons per day. 2 Valves at the bay are partially closed and will be opened.

**G. OLD BUSINESS:** The Small Claim Complaint for Hutchins Circle was attended by Superintendent Curtin on December 12, 2014 at 8:30am.

Each party stated their case and the judge will consider the information and will make a determination.

November 19, 2014 Superintendent Curtin checked for a leak in School Street and/or Church Street. Scott Clang from Granite State Rural Water Association was here to help. No flow tests were done at Barnes Ave. at that time, as Barnes Ave and the Hydrant at the ball field had been done between November 10th and the 17<sup>th</sup>. Main Street flow test was scheduled for November 19, but was unable to be done at that time as the Alton Water Works was involved in a leak survey between School Street, Pine Street and Church Street. Ben with Carter Sprinkler was to get back in touch to reschedule. As yet he has not contacted the Alton Water Works.

**ALTON WATER WORKS  
67 FRANK C. GILMAN HIGHWAY  
ALTON, NEW HAMPSHIRE  
MINUTES OF DECEMBER16, 2014  
REGULAR MEETING**

Page 2

It was determined that there is an issue at the intersection of School, Church and Pine streets.

In response to the letter from the selectmen and the accounting firm the Commissioner response is as follows:

After a survey of our water users, whose comments were that they prefer to pay the water bills at the Alton Water Works office for the following reasons: Parking is easier and more convenient; there are no stairs or ramps to negotiate; any questions on service or billing are answered immediately.

The present procedures have been in effect for several decades with no problems. The present procedures make for a much more fluid operation of the Water Department office.

The commissioners can't see change for the sake of change when things are going so smoothly. The present system allows the Water Department to have a more personal interaction with the water users, and keep current on the users' wants and needs as well as giving the personal touch to our users.

Therefore the Commissioners see no compelling reason to change the current system.

A Motion was made by Vice Chairman White to accept the response as stated above. Commissioner Glidden seconded the motion, vote was taken, and all were in favor of the Motion. The procedure will remain the same as it has been done in the past.

**H. NEW BUSINESS: 2 g. Reads as follows:** It is the responsibility of the customer to make sure that the valves inside the house are shut off before calling to have the water turned on. It is also the customers' responsibility to make sure that the water has been turned off after calling to have it shut off. The Alton Water Works will not be responsible for any damages for valves left open. Should also be stated in 2 p.

Vice Chairman White made a motion to include the above paragraph in Rules and Regulations 2 p., Alton Water Works, Commissioner Glidden seconded the motion, vote was taken, all were in agreement, Motion passed, the above statement will be added to 2 p.

**ALTON WATER WORKS  
67 FRANK C. GILMAN HIGHWAY  
ALTON, NEW HAMPSHIRE  
MINUTES OF DECEMBER 16, 2014  
REGULAR MEETING**

Page 3

The 12 volt sump pump is 8 years old and is in need of replacement. Chairman Conboy made a Motion "To purchase a new 12 volt pump." Vice Chairman White seconded the motion. Vote was taken, all were in agreement, motion passed, and a new 12 volt pump will be purchased.

Superintendent Curtin has not received a report of expenditures for November as yet. Bills for the repairs at Levey Park and for the repairs at New Bay Street were large and moneys may have to be moved.

Chairman Conboy made a motion that Standard Operation Procedure includes the following: "The flushing of all Fire Hydrants will be done semi-annually by the Water Department personnel during the first full week of May and the first full week of October. Notice of said flushing will be placed in a local paper the week preceding the flushing. Said flushing of the hydrants will take place irrespective of any other flushing or use of Fire Hydrants. On or before the first full week of November, all Fire Hydrants will be checked to ensure that they have drained down to prevent freeze up." Vice Chairman White seconded the motion. Vote was taken; all were in agreement, motion passed.

**I: NON-PUBLIC SESSION: NONE**

**J. ADJOURNMENT:** Motion was made by Vice Chairman White to adjourn the meeting. Motion was seconded by Commissioner Glidden, vote was taken, and all were in agreement motion passed. Meeting was adjourned at 10:55 am.

Respectively submitted:  
Penny Williams - CLERK

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
JOHN CONBOY - CHAIRMAN

\_\_\_\_\_  
PAUL WHITE – VICE CHAIRMAN

\_\_\_\_\_  
RICHARD GLIDDEN – COMMISSIONER

\_\_\_\_\_  
WILLIAM CURTIN - SUPERINTENDENT