

**Agenda**  
**Harpers Ferry Water Commission**  
**Town Hall**  
**September 12, 2018**  
**7 p.m.**

Call to order

Announcements

Revisions to Employee Handbook - Barbara

1. Approval of Minutes : July 18, 2018; August 3, 2018; August 15, 2018.
2. Water System Improvement Project - Barbara
3. Discussion and action - Budget information for Town Newsletter
4. Policies and Procedures Plan – Christie
5. Water Department Clerk Report
  - Notifications and cutoffs
  - Robo calls - solutions, text messaging
  - Other issues
6. Financials
  - Review of budget vs actual for Fiscal 2018
  - Review of expenditures and income for August 2018
  - PSC review of 2017 Annual Report
7. Water Works Chief Operator Report
  - Back Flow Prevention update on letter (final) and recipients list
  - Water loss report
  - Leaks and repairs
  - Other issues
8. Discussion and action- Staffing for Water Plant-field technician-job description
9. Discussion and action - Vacancy on Water Commission
10. Selection of Chairperson
11. Public comment

Adjournment