

ALLENSTOWN SEWER COMMISSION
35 Canal Street, Allenstown, NH 03275
Tel. (603) 485-5600 - Fax (800) 859-0081

DATE: February 2, 2016

PLACE: Allenstown Wastewater
Treatment Facility
35 Canal Street

TIME: 4:00 PM

ALLENSTOWN SEWER COMMISSION
REGULAR MEETING

Transcribed from notes by Andrea Martel

NOTE: ALTHOUGH THESE MINUTES MAY CONTAIN QUOTES, THEY ARE NOT VERBATIM. MANY SECTIONS CONTAIN A GENERAL DESCRIPTION OF THE REMARKS OF THE PARTICIPANTS AS INTERPRETED (BOTH INDICATED) BY THE TRANSCRIBER AND SHOULD NOT BE RELIED UPON AS THE ACTUAL INTENT OF THE PARTICIPANTS STATEMENTS. ADDITIONALLY, MANY STATEMENTS HAVE BEEN OMITTED, CONDENSED, AND GENERALIZED, BASED ON THE INTERPRETATION OF THE TRANSCRIBER AS TO ITS RELEVANCE, CONTENT SPECIFICITY, ACCURACY, AND/OR CONFORMITY TO ANY APPLICABLE STATUTE. THE TRANSCRIBER ASSUMES NO LIABILITY FOR THE CONTENTS OF THIS DOCUMENT.

Commissioners present: Jeffrey McNamara Chairman; Carl Caporale; and Lawrence Anderson.

Commissioners absent:

Staff present: Jeff Backman Superintendent and Andrea Martel Business Manager.

Other public present: Michael Trainque.

Meeting was called to order at 4:00 PM by Chairman McNamara,

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **January 19, 2016:** Larry made a motion to table minutes of January 19, 2016 until next meeting. Carl seconded the motion. Motion passed unanimously.

II. PROJECT UPDATES:

- a. **Michael Trainque:** Grant funding application is at NH Department of Environmental Services pending approval. Mike and Jeff to set up a date to meet and discuss options and layout of equipment for Suncook Pond Pump Station.

III. NEW BUSINESS:

- a. **Discuss State project-School Street/Main Street:** Jeff updated the Board NH Department of Transportation (NH DOT) will be shimming both School Street and Main Street this spring. It has been requested that all manhole covers be raised $\frac{3}{4}$ ". Currently all sewer manholes on the streets indicated are being inspected for any necessary repairs prior to DOT shimming the roads. There are a total of approximately 25 manholes that will need new covers.

- b. **Any new business as necessary:** Reviewed quotes for re-doing the coating of the lab, SCADA area, bathroom, office, and lunch rooms. Carl made a motion to approve re-coating of the floors not to exceed \$17,750.00, no overtime for personnel, 2 phase weekend, and have each room on a separate quote. Larry seconded the motion. Motion passed unanimously. Discussed random drug testing for employees. Jeff to look into and get back to Board with more information.

IV. OLD BUSINESS:

- a. **Recycling Mechanical sewer connection:** Jeff updated that AAA Pump is scheduled this week to install pump station for sewer connection.
- b. **Update on Mixing System project:** Keymont Construction equipment is on site, "I" beams in tank have been installed, pumps had antifreeze put in them to prevent freezing, and pumps are going in soon.
- c. **Discuss facility phones:** Currently have been receiving customer complaints regarding the phone system. Board requested to look into getting assistance from Cisco representative.
- d. **Any old business as necessary:** Reviewed final drawing for septage sludge container. Drawings have been approved and order for container is being placed this week. Reviewed projected 2015 budget close out. Board agreed to table final close out until a later date.

V. CORRESPONDENCE & OTHER BUSINESS:

- a. **Non-public session under RSA 91-A:3 II (a):** Larry made a motion to go into non-public session under RSA 91-A:3 II (e) at 5:27 PM. Carl seconded the motion. Motion passed. Out of non-public session at 5:35 PM. Larry made a motion to go into non-public session under RSA 91-A:3 II (a) at 5:36 PM. Carl seconded the motion. Motion passed. Out of non-public session at 6:25 PM.
- b. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed. Signed payroll sheet.
- c. **Review of any business with Business Manager and Superintendent:** No other business discussed.

III. NEW BUSINESS:

a. **4th quarter sewer rents:** Larry made a motion to accept the 4th quarter sewer warrant in the amount of \$96,251.38. Carl seconded the motion. Motion passed unanimously and warrant was signed.

b. **Any new business as necessary:** No new business discussed.

IV. OLD BUSINESS:

a. **Any old business as necessary:** No old business discussed.

V. CORRESPONDENCE & OTHER BUSINESS:

a. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed. Signed payroll sheet.

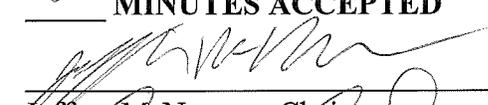
b. **Review of any business with Business Manager and Superintendent:**

i. **Jeff updates:** Keymont has started bringing equipment on site, order has been placed for piping and steel. Update and discussion on employee Mr. Bruce. Board agreed to pay Mr. Bruce 2 hours to go to Concentra for fit to work exam.

With no further business to discuss, Commissioner Caporale motioned to adjourn, second by Chairman McNamara. The motion carried by unanimous vote; the meeting was adjourned at 5:10 PM.

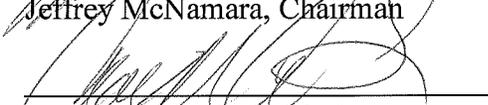
 ✓ **MINUTES ACCEPTED**

 WITH AMENDMENT


Jeffrey McNamara, Chairman

2-16-16

Date


Carl Caporale, Commissioner

2-16-16

Date


Lawrence Anderson, Commissioner

2-16-16

Date