

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

DATE: February 16, 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 PARTICIPANT'S 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; Roxanna Chomas Assistant Superintendent; Andrea Martel Business Manager; and Jaye Wallace Office Assistant.

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 approve the minutes of January 19, 2016 as typed. Carl seconded the motion. Motion passed unanimously and minutes signed.
- b. **February 2, 2016:** Larry made a motion to approve the minutes of February 2, 2016 as typed. Carl seconded the motion. Motion passed unanimously and minutes signed.

II. PROJECT UPDATES:

- a. **Michael Trainque:** Discussed Task Order ASC2015-03 for legal services. Task order was set at a not to exceed \$20,000.00 however, the legal services are still being requested and the contract has been maxed. Larry made a motion to amend task order ASC2015-03 from \$20,000 to \$40,000. Carl seconded the motion. Motion passed unanimously. Mike will have amendment ready for signature at next meeting. Roxanna requested a copy of the plant original drawings. Mike will work on getting drawings.

III. NEW BUSINESS:

- a. **Capital Reserve Transfer Request:** Andrea requested to transfer \$175,000.00 from Septic Surplus Fund for the installation of the mixing system. Larry made a motion to approve transfer request. Carl seconded the motion. Motion passed, Larry abstained. Transfer request was signed.

- b. **Any new business as necessary:** Jeff updated the Board that employee Matthew has received his leave date, March 7, 2016, for basic training. Jeff requested approval to hire a full-time temporary person to assist with daily operations. Board approved advertising for a full-time temporary laborer. Jeff requested to purchase two (2) cork boards to post notices for septage haulers. Board approved purchase request. Jeff informed the Board NH Department of Environmental Services has requested consent to release records and release of claims regarding an energy audit for all wastewater facilities. Larry made a motion to approve consent to release records regarding energy costs. Carl seconded the motion. Motion passed unanimously.

IV. OLD BUSINESS:

- a. **Update on drug testing policy:** Jeff is working with Town Administrator on research and creating a policy.

- b. **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. Signed January hauler billing detail and sewer user adjustment journal.

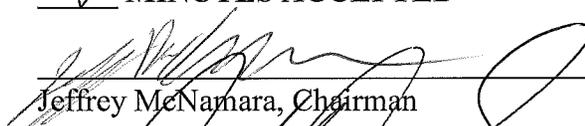
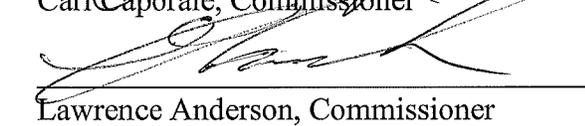
- b. **Review of any business with Business Manager; Assistant Superintendent and Superintendent:**
 - i. **Office copier:** Andrea updated the Board the current copier is 5 years old, several parts have been replaced, and still is not operating correctly. Looking into options for replacing. Carl made a motion to table discussion until further research is complete. Larry seconded the motion. Motion passed unanimously

 - ii. **2015 Stipend:** Carl made a motion to table discussion. Larry seconded the motion. Motion passed unanimously.

 - iii. **Dana NHRS:** Larry made a motion to go into non-public session under 91-A:3 II (a) at 5:06 PM. Carl seconded the motion. Motion passed unanimously. Out of non-public session at 5:35 PM. Carl made a motion to offer a settlement of \$4,000 minus expenses owed to previous employee Ms. King. Larry seconded the motion. Motion passed unanimously.

- iv. **Update on training-Jaye:** Reviewed proposed schedule for training. Andrea will continue to work on cross-training Jaye and updating Board on progress.
- v. **Update on mixing system:** Jeff requested to purchase heaters. Board approved request. Discussed possible change order for adding of concrete and fittings. Board requested to have Jeff look into vendors who service Vaughn pumps.
- vi. **Discuss IT support:** Jeff reviewed quote received from Cicso technician for IT work at the plant and pump station. Option #1: contract 10 hours per month at \$55.00 per hour; option #2: contract 5 hours a month at \$62.50 per hour; and option #3: flat rate per hour at \$62.50. Board approved option #3.
- vii. **Update on website:** The Town's website has been updated to a new version and during the update some of the content was lost. Andrea working on each page to update and correct.

With no further business to discuss, Commissioner Caporale motioned to adjourn, second by Commissioner Anderson. The motion carried by unanimous vote; the meeting was adjourned at 5:36 PM.

<input checked="" type="checkbox"/> MINUTES ACCEPTED	<input type="checkbox"/> WITH AMENDMENT
 Jeffrey McNamara, Chairman	3-1-16 Date
 Carl Caporale, Commissioner	3-1-16 Date
 Lawrence Anderson, Commissioner	3-1-16 Date