

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

**DATE:** March 29, 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; 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 Anderson;**

**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **March 15, 2016:** Carl made a motion to approve the minutes of March 15, 2016 as typed. Larry seconded the motion. Motion passed unanimously and minutes signed.

**II. PROJECT UPDATES:**

- a. **Michael Trainque:** Mike; Jeff and Roxanna went to view possible site for new pump station. Discussed items that will need to be obtained before construction: shoreline permit and could need up to 4 separate easements.
- b. **Vaughn Update:** Jeff updated that corner baffles are needed. Reviewed change order #3 in the amount of \$14,657.90. Carl made a motion to accept change order #3. Larry seconded the motion. Motion passed unanimously.

### III. NEW BUSINESS:

- a. **Hauler application-R.T. Lake Inc:** Reviewed application and credit reference.
- b. **Discuss purchase of lull:** Jeff informed the Board Keymont Construction is willing to sell their lull for \$15,000 to the ASC. Reviewed other similar lull prices. Carl made a motion to approve purchase the lull for \$15,000. Larry seconded the motion. Motion passed unanimously.
- c. **Any new business as necessary:** No other new business discussed.

### IV. OLD BUSINESS:

- a. **Review of drug and alcohol policy:** Carl made a motion to adopt the Town of Allentown Drug and Alcohol policy. Jeffrey seconded the motion. Motion passed unanimously. Andrea to ensure a copy is issued to each employee.
- b. **Discuss adopting Town Personnel Policy:** Town personnel policy is still in review. Carl made a motion to table discussion until after review has been completed. Jeffrey seconded the motion. Motion passed unanimously.
- c. **Dedication of Dechlor building:** Date was discussed, May 10, 2016 at 4:00 PM was agreed upon. Carl made a motion to set a limit of \$250.00 for sandwiches and drinks. Jeffrey seconded the motion. Motion passed unanimously.
- d. **Discuss copier replacement:** Reviewed quotes from Hallmark Copier and UBM. Carl made a motion to accept the quote from UBM. Jeffrey seconded the motion. Motion passed unanimously.
- e. **Commissioner stipend:** Discussed overpayment from 2015 and with holding 1<sup>st</sup> quarter of 2016 payment. Larry requested to be paid for the 1<sup>st</sup> quarter and with hold the 2<sup>nd</sup> quarter payment. Board agreed.
- f. **Update on manhole repairs:** Andrea updated the Board the State will be completing a shim and overlay on School Street and Main Street. Requested to purchase 25 manhole frames and covers for project. Board approved purchase. Andrea updated working on specifications on repairs to be completed and will be sent to state contractor for pricing.
- g. **Any old business as necessary:** Roxanna discussed adding a locker room in the storage room to help keep track of uniforms. Discussion was tabled.

### 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; Assistant Superintendent and Superintendent:** Larry made a motion to go into non-public session per RSA 91-A:3 II (a) at 5:50 PM. Carl seconded the motion. Motion passed unanimously. Came out of non-public session at 6:40 PM.

With no further business to discuss, Commissioner Caporale motioned to adjourn, second by Commissioner McNamara. The motion carried by unanimous vote; the meeting was adjourned at 6:41 PM.

**MINUTES ACCEPTED**

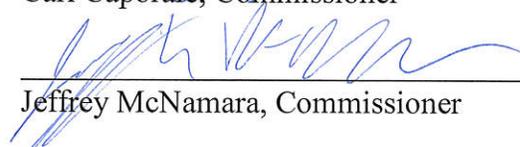
**WITH AMENDMENT**

  
\_\_\_\_\_  
Lawrence Anderson, Chairman

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Carl Caporale, Commissioner

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jeffrey McNamara, Commissioner

\_\_\_\_\_  
Date

4-12-16