

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

DATE: May 24, 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

Other public present: Shaun Mulholland; Michael Trainque & Peter Boettcher

Meeting was called to order at 4:00 PM by Chairman Anderson;

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **May 10, 2016:** Carl made a motion to approve the minutes of May 10, 2016 as typed. Jeffrey seconded the motion. Motion passed unanimously and minutes signed.
- b. **May 10, 2016 (non-public):** Carl made a motion to approve the minutes of May 10, 2016 non-public meeting as typed. Jeffrey seconded the motion. Motion passed unanimously and minutes signed.

II. PROJECT UPDATES:

- a. **Michael Trainque:** Reviewed contract for the SRF (State Revolving Fund) Loan, Board accepted contract as written, Board of Selectmen to sign contract. Update on new pump station: had GPS shots completed to check profile of gravity sewer line; location of pump station will work; working on depth of wet well; working on contacting property owners for easements; and starting to write warrant article.

- b. **Peter Boettcher:** Informed Board tank 7 muffin monster was replaced; looking into replacing the fine screen in the headworks with possible equipment from Huber Technology; working with Tucker on testing wiring and drive connection for the nitrate recycling pump; waiting on a letter from Vaughn regarding completion of mixing project to being the warranty period. Continuing to work on pricing for buildings to be placed over new mixing pumps. Discussed having a dual SCADA system for better efficiency and to have SCADA system backed up daily.

III. NEW BUSINESS:

- a. **Review Tyler Technologies proposal:** Town Administrator Shaun Mulholland discussed several options regarding the purchase of a license from Tyler Technologies, the same software the Town is now using. Reviewed costs associated with each option. Board requested for Shaun to re-calculate the cost for each option and will discuss at next meeting.
- b. **Review job descriptions:** Reviewed job descriptions for administrative assistant; assistant operations and maintenance; assistant superintendent; maintenance manager; wastewater operator; and superintendent. Carl made a motion to accept job descriptions as written. Jeffrey seconded the motion. Motion passed unanimously.
- c. **NHWPCA June 17th meeting:** Discussed closing plant and allowing all staff to attend the meeting. Tickets for event will be purchased by HTA. Board approved to close plant and allow staff to attend.
- d. **Any new business as necessary:** Jeff requested Board to approve John Jackman of Hoyle, Tanner & Associates (HTA) to complete model for loadings study. This model is needed to calculate the organics loading on plant. Jeffrey made a motion to authorize HTA to complete model with a not to exceed \$2,000.00. Carl seconded the motion. Motion passed unanimously.

IV. OLD BUSINESS:

- a. **Review Personnel Policy:** Discussed the current adopted personnel policy is the same as the Town's policy with changes reflective to the Sewer Department. The new personnel policy is the Town's personnel policy with added language to state Sewer Commission instead of Board of Selectmen and references Superintendent instead of Town Administrator. Board to review policy and vote on at next meeting.
- b. **Any old business as necessary:** Jeff requested approval to add a point repair onto Felix contract to remove section of pipe with hole. The point repair is on Canal Street, approximately 110' from the corner of Ferry Street. The cost to complete repair is \$4,000.00. Carl made a motion to approve repair on Canal Street. Jeffrey seconded the motion. Motion passed unanimously.

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 Assistant Superintendent and Superintendent:** Roxanna requested to purchase an enclosed display board for the office lobby which will display awards the plant has won along with important notices to customers. Carl made a motion to approve purchase not to exceed \$275.00. Jeffrey seconded the motion. Motion passed unanimously. Jeff updated the Board the uncollected sewer rents total approximately \$30,000.00 which includes unpaid sewer rents from 2008 to current. Requested approval to paint all lines in the yard to include septage bays and parking spots. Estimated cost is \$400.00. Larry made a motion to approve painting of lines in yard. Jeffrey seconded the motion. Motion passed.

- c. 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 (a) at 6:11 PM. Jeffrey seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes. Larry made a motion to come out of non-public session at 6:26 PM. Jeffrey seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes.

- d. Non-public session under RSA 91-A:3 II (b):** Jeffrey made a motion to go into non-public session under RSA 91-A:3 II (a) at 6:27 PM. Larry seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes. Larry made a motion to come out of non-public session at 6:29 PM. Jeffrey seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes.

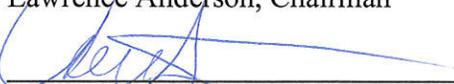
With no further business to discuss, Commissioner Caporale motioned to adjourn, second by Commissioner McNamara. The motion carried by unanimous vote; the meeting was adjourned at 6:30 PM.

 MINUTES ACCEPTED

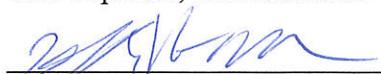
 WITH AMENDMENT


Lawrence Anderson, Chairman

Date


Carl Caporale, Commissioner

Date


Jeffrey McNamara, Commissioner

Date

6-7-16

6-7-16

6-7-16