

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

**DATE:** January 5, 2016

**PLACE:** Allenstown Wastewater  
Treatment Facility  
35 Canal Street

**TIME:** 4:30 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; Andrea Martel Business Manager; and Jaye Wallace Office Assistant.  
Other public present: Michael Trainque.

**Meeting was called to order at 4:30 PM by Chairman McNamara,**

**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **December 8, 2015:** Carl made a motion to approve the minutes of December 8, 2015 as typed. Jeffrey seconded the motion. Motion passed unanimously and minutes signed.
- b. **December 22, 2015:** Larry made a motion to approve the minutes of December 22, 2015 as typed. Carl seconded the motion. Motion passed unanimously and minutes signed.

**II. PROJECT UPDATES:**

- a. **Michael Trainque:** John Jackman is working on finalizing the numbers for the Accessibility Fee Schedule; discussed setting up a meeting with Jeff Backman, Andrea Martel, & John Jackman to discuss Accessibility Fee Schedule; the application has been submitted to NH Department of Environmental Services for the grant funding; reviewed draft contract for grant funding; reviewed information regarding new easements for 20 & 25 Whitten Street and discussed possibility of a new easement needed; new pump station force main has been tied into existing sewer main on draft drawings, need to determine hydraulics loading, pump size and layout of pumps; and Paula at HTA is continuing work on the headworks loading.

**II. ADJOURN:**

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 4:15 PM.

           **MINUTES ACCEPTED**

           **WITH AMENDMENT**

  
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Jeffrey McNamara, Chairman

1-19-16  
Date

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

1-19-16  
Date

  
\_\_\_\_\_  
Lawrence Anderson, Commissioner

1-19-16  
Date