

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

**DATE:** January 20, 2015

**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: Carl Caporale Chairman; Lawrence Anderson; and Jeffrey McNamara.

Commissioners absent:

Staff present: Dana Clement Superintendent; Jeff Backman Assistant Superintendent; and Andrea Martel Business Manager.

Other public present: Michael Trainque and Harold Thompson.

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

**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **January 6, 2015:** Larry made a motion to accept the minutes of January 6, 2015 as typed. Jeffrey seconded the motion. Motion passed and minutes were signed.

**II. NEW BUSINESS:**

- a. **Any new business as necessary:** No new business discussed.

**III. PROJECT UPDATES**

- a. **Michael Trainque:** Updated the low pressure force main has been installed on West Street along with one manhole structure. Discussed contractor using Allenstown Sewer covers for the manhole structures. Contractor to purchase the covers from Sewer Department and install. Reviewed and discussed task order 2014-03 (Septage mixing system structural evaluation and design) in the amount of \$29,120.00. Larry made a motion to accept the task order 2014-03 as presented. Jeffrey seconded the motion. Motion passed and task order was

signed. Review and discuss task order 2015-01 (Suncook pond pump station preliminary design) in the amount of \$19,850.00. Larry made a motion to accept the task order 2015-01 as presented. Jeffrey seconded the motion. Motion passed unanimously and task order was signed.

#### **IV. OLD BUSINESS**

- a. Refund request-32 Al's Avenue:** Andrea informed the Board customer has requested a refund in the amount of \$184.10 due to moving out of property. Water has been shut off per Pembroke Water Works. Property is in the process of being sold. Carl made a motion to approve refund in the amount of \$184.10. Jeffrey seconded the motion. Motion passed unanimously.
- b. Update on Checkmate payroll system:** Andrea updated the export/import file from checkmate into quickbooks is not working and continuing to work with Checkmate to resolve issue. Jeff and Dana stated the system is working but employees still need time to adjust to the new system. Carl requested to have item on next meeting agenda.
- c. Update on Payment Service Network:** Andrea updated working with new vendor for processing of credit card payments. The scheduled go-live date is February 6, 2015.
- d. Any old business as necessary:** Reviewed 4<sup>th</sup> quarter sewer warrant. Larry made a motion to accept the 4<sup>th</sup> quarter sewer warrant in the amount of \$96,933.54. Jeffrey seconded the motion. Motion passed unanimously and warrant was signed.

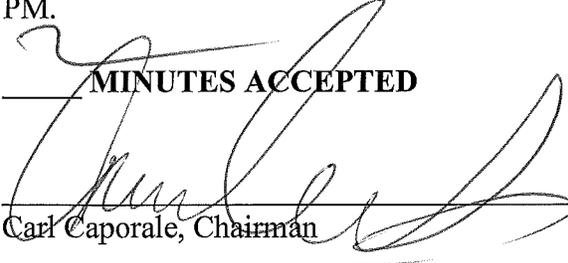
#### **V. CORRESPONDENCE & OTHER BUSINESS**

- 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 Administrative Assistant, Assistant Superintendent and Superintendent:**
  - i. Jeff updates:** Received recirculating pump back from repair and has been installed. Received new grit pump. Discussed issues with freezing of equipment.
  - ii. Andrea updates:** No updates given.
  - iii. Dana updates:** Discussed heating issues in the Bio-Mag building. Reviewed quote from Denron to repair heating system in the amount of \$4,746.00. Larry made a motion to accept the quote as presented. Jeffrey seconded the motion. Motion passed unanimously.

Larry made a motion to go into non-public session under 91-A:3 II (a) at 5:15 PM. Jeffrey seconded the motion. Motion passed unanimously.

Larry made a motion to come out of non-public session at 5:35 PM. Jeffrey seconded the motion. Motion passed unanimously.

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

<u>          </u>	<b>MINUTES ACCEPTED</b>	<u>          </u>	<b>WITH AMENDMENT</b>
		<u>          </u>	
Carl Caporale, Chairman		2-3-15	Date

<u>          </u>		<u>          </u>	
Jeffrey McNamara, Commissioner			Date
		<u>          </u>	
Lawrence Anderson, Commissioner		2-3-15	Date