

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

DATE: October 13, 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: Jeffrey McNamara Chairman; Carl Caporale; and Lawrence Anderson.
Commissioners absent:
Staff present: Dana Clement Senior Superintendent; and Jeff Backman Superintendent.
Other public present: Peter Boettcher.

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

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **September 29, 2015:** Larry made a motion to accept the minutes of September 29, 2015 as typed. Carl seconded the motion. Motion passed unanimously and minutes signed.

II. PROJECT UPDATES

- a. **Michael Trainque:** Unable to be present however, called in with update: continuing to work on conceptual drawing for new pump station and requested to set up a date and time to complete a site walk for possible location of new pump station.
- b. **Peter Boettcher:** Electrical parts coming in for mixing project; November 9th is the estimated ship date of mixers and nozzels for project; spare septage sludge container has been ordered; painting at River Road pump station is just about complete; barb wire on fence at pump station will be installed once painting complete; October 23rd fence repairs begin; need to order a sign for pump station; new PLC panel for mixing system has been ordered-total cost was \$14,000; discuss Jeffer's contract for collection system point repairs-tabled decision until next meeting.

III. NEW BUSINESS:

- a. **Discuss transfer of connection fee funds to Capital Reserve:** Discussed transferring sewer connection fees to existing capital reserve accounts or creating a new account specifically for such fees. Board requested to continue depositing funds into existing accounts as previously had. 1) Larry made a motion to transfer funds in the amount of \$12,214.20 into the SWTF Construction and Improvement Fund for Zona sewer connection fee towards future plant capacity. Carl seconded the motion. Motion passed and letter to Trustee of Trust Fund was signed. 2) Larry made a motion to transfer funds in the amount of \$12,874.43 into the Sewer Reconstruction and Equipment Fund for Zona sewer connection fee towards CIP of the collection system. Carl seconded the motion. Motion passed and letter to Trustee of Trust Fund was signed. 3) Larry made a motion to transfer funds in the amount of \$7,922.73 into the Sewer Construction and Improvement Fund for Zona sewer connection fee towards future plant upgrades. Carl seconded the motion. Motion passed and letter to Trustee of Trust Fund was signed.
- b. **Any new business as necessary:** *Larry made a motion to go into non-public session under 91-A:3 II (a) at 5:10 PM. Carl seconded the motion. Roll Call: Larry-yes, Carl-yes, Jeffrey-yes. Motion passed unanimously. Back from non-public session at 5:40 PM. Dana updated the Board the mobile phones are due for an upgrade and would like to proceed with upgrading phones. Board approved upgrade. Jeff updated the new monitor for the conference room has been ordered.*

IV. OLD BUSINESS

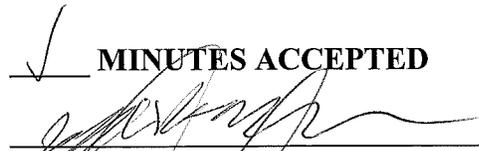
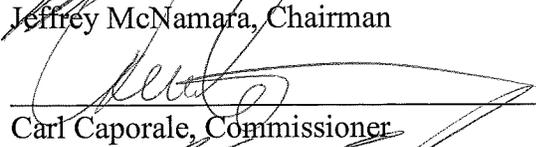
- a. **2nd review of 2016 proposed budget:** Reviewed line items spent to date and estimated year end expenditures. Discussed upcoming projects such as odor control and new pump station. Grant funding may be available for new pump station from CDBG, Rural Development, and State Revolving Fund (SRF) Loan. Board made line adjustments. *Carl made a motion to approve the budget at 2.75% increase over 2015 budget not to exceed \$2,126,950.00. No second was made. Motion void.*
- b. **Discuss 2016 sewer rate:** *Larry made a motion to reduce the 2016 sewer rate to \$7.57 per 1,000 gallons. Carl seconded the motion. Roll Call: Larry-yes, Carl-yes, Jeffrey-yes. Motion passed unanimously.*
- c. **Any old business as necessary:** Discussed Sewer Commission stipend. Carl requested to find out what the Board of Selectmen stipend is. Tabled discussion until next meeting.

V. CORRESPONDENCE & OTHER BUSINESS

- a. **Nonpublic session under 91-A:3 II (a):** Complete non-public session under new business.

- b. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed. Signed payroll sheet.
- c. **Review of any business with Business Manager, Superintendent and Senior Superintendent:** No other business discussed.

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 7:20 PM.

<input checked="" type="checkbox"/> MINUTES ACCEPTED	<input type="checkbox"/> WITH AMENDMENT
	10-27-15
Jeffrey McNamara, Chairman	Date
	10-27-15
Carl Caporale, Commissioner	Date
	10.27.15
Lawrence Anderson, Commissioner	Date