

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

DATE: November 25, 2014

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; and Jeffrey McNamara.

Commissioners absent: Lawrence Anderson

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

Other public present: Peter Boettcher; Michael Trainque and Harold Thompson.

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

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **November 11, 2014:** Jeffrey made a motion to table minutes until next meeting. Carl seconded the motion. Motion passed.

II. NEW BUSINESS:

- a. **Sewer Warrants:** Commissioners reviewed sewer warrants as presented. Carl made a motion to accept the sewer warrant for 4th quarter 2013 in the amount of \$4,281.09. Jeffrey seconded the motion. Motion passed. Carl made a motion to accept the sewer warrant for 1st quarter 2014 in the amount of \$4,594.61. Jeffrey seconded the motion. Motion passed. Carl made a motion to accept the sewer warrant for 2nd quarter 2014 in the amount of \$7,269.39. Jeffrey seconded the motion. Motion passed. Carl made a motion to accept the sewer warrant for 3rd quarter 2014 in the amount of \$12,964.57. Jeffrey seconded the motion. Motion passed.

- b. **Sewer Repair permit-46 Main Street:** Commission reviewed repair permit request for 46 Main Street. Carl made a motion to approve repair permit as submitted. Jeffrey seconded the motion. Motion passed.
- c. **Any new business as necessary:** Discussed West Street sewer repair. Repair permit applications have been submitted, still waiting for final review to be approved. Carl made a motion to authorize Dana Clement, Superintendent to approve repair permit for the installation of the low pressure force main on West Street after approval from Department of Environmental Services (DES) has been received. Jeffrey seconded the motion. Motion passed.

III. PROJECT UPDATES

- a. **Michael Trainque:** Drawings for West Street low pressure force main have been submitted to DES, waiting for approval. Homeowners were granted an extension until December 15, 2014 from School Board. Discussed asset management principal forgiveness loan available through DES up to \$30,000. Commissioners agreed to move forward with proposing a warrant article. Discussed the installation of a new pump station by Irish Pond and illuminate the double barrel siphon. Carl made a motion to have Hoyle, Tanner & Associates complete a task order for a conceptual drawing for pump station. Jeffrey seconded the motion. Motion passed.
- b. **Pete Boettcher:** Sump pump has been installed at River Road pump station. Reviewed quote from Wescor Associates, Inc. for installing a new pump and motor for grit removal. Carl made a motion to accept the quote for new pump and motor in the amount of \$15,481.00. Jeffrey seconded the motion. Motion passed.

IV. OLD BUSINESS

- a. **Checkmate Payroll Service:** Andrea updated-had met with Checkmate and reviewed the complete process. The potential new payroll service will work with the current Quickbooks software and is easy to use. Jeffrey made a motion to approve changing payroll process and authorize Checkmate payroll service to process payroll for the Allenstown Sewer Commission. Carl seconded the motion. Motion passed and Chairman signed contract.
- b. **Any old business as necessary:** Discussed RSA 149-I:6 law change.

V. CORRESPONDENCE & OTHER BUSINESS

- a. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed. Signed overtime sheet.

b. Signing of October hauler billing detail & sewer user adjustment journal:
Commissioners signed documents as needed.

c. Review of any business with Administrative Assistant, Assistant Superintendent and Superintendent:

i. Jeff updates: Currently working on application for applying for Individual Discharge Permit, looking to have complete and ready for submission in January. An employee is working on doing an evaluation of drainage system at the plant, will need to be cleaned in the Spring.

ii. Andrea updates: Review of 2014 improvements at the Wastewater Facility. Jeffrey made a motion to authorize a one week bonus pay for all staff. Carl seconded the motion. Motion passed.

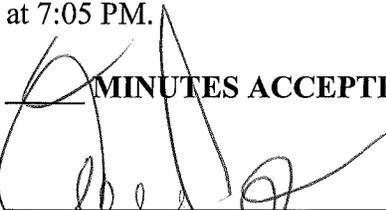
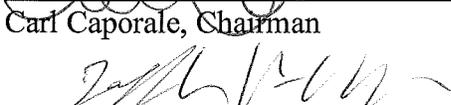
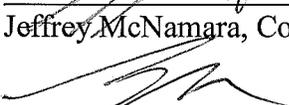
iii. Dana updates: No updates given.

Jeffrey made a motion to go into non-public session under RSA 91-A:3 II (a) at 5:55 PM. Carl seconded the motion. Motion passed.

Jeffrey made a motion to come out of non-public session at 6:37 PM. Carl seconded the motion. Motion passed.

Jeffrey made a motion to change Andrea Martel title from Administrative Assistant/Collection System Manager to Business Manager effective immediately. Carl seconded the motion. Motion passed.

With no further business to discuss, Chairman Caporale motioned to adjourn, second by Commissioner McNamara. The motion carried by unanimous vote; the meeting was adjourned at 7:05 PM.

<u>MINUTES ACCEPTED</u>	<u>WITH AMENDMENT</u>
 _____ Carl Caporale, Chairman	<u>12-23-14</u> _____ Date
 _____ Jeffrey McNamara, Commissioner	<u>12-23-14</u> _____ Date
 _____ Lawrence Anderson, Commissioner	<u>12-23-14</u> _____ Date