

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

DATE: December 8, 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: Jeff Backman Superintendent and Andrea Martel Business Manager.

Other public present: Michael Trainque and Peter Boettcher.

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

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **November 24, 2015:** Larry made a motion to accept the minutes of November 24, 2015 as typed. Carl seconded the motion. Motion approved and minutes signed.

II. PROJECT UPDATES:

- a. **Michael Trainque:** Discussed warrant article for new pump station, need to have complete and to Town Administrator by January 8th, 2015.
- b. **Peter Boettcher:** 1) replaced motor for scale arm; 2) completed plant power shut down last week so the new electrical wiring could be installed; 3) pumps and nozzles arrived for mixing system; 4) a representative from Cisco has been here assisting Jeff with networking; 5) looking into new options for alarm system; 6) discussed installing a light by the front gate-Board agreed to get a light installed and working; and 7) discussed hood repair to Loader-Board agreed to cancel insurance claim and have hood fixed in the Spring.

III. NEW BUSINESS:

- a. **Sewer Warrant to Tax Collector:** Andrea reviewed the sewer warrant with Board. Carl made a motion to approve Sewer Warrant in the amount of \$23,500.28 to be transferred to the Tax Collector for unpaid debt. Larry seconded the motion. Motion passed unanimously and Warrant was signed by the Board.
- b. **Any new business as necessary:** Andrea reviewed year to date budget with Board and requested to transfer funds in the amount of \$120,000.00 from SWTF Construction and Improvement Fund into the Sewer Fund to pay for the mixing system project. Larry made a motion to transfer funds in the amount of \$120,000.00 from said Capital Reserve Fund into checking account. Carl seconded the motion. Motion passed unanimously and letter was signed.

IV. OLD BUSINESS:

- a. **Any old business as necessary:** Point repairs on Meadow Lane, Heritage Drive and Townhouse Road have been completed. Ran into a few issues during the repairs such as trees and an oil tank being in the way of digging. Jeff spoke with homeowner and Rymes. Trees came down and oil tank was relocated. May have to do some seeding on property in the Spring.

V. CORRESPONDENCE & OTHER BUSINESS:

- a. **Nonpublic session under 91-A:3 II (a):** There was no non-public session held.
- b. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed. Signed payroll sheet.
- c. **November hauler billing & sewer adjustment journal.** Commission signed November hauler billing detail and sewer user adjustment journal.
- d. **Review of any business with Business Manager and 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 5:30 PM.

MINUTES ACCEPTED

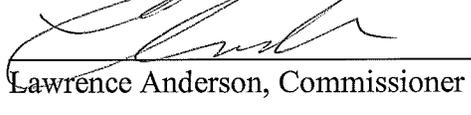
WITH AMENDMENT


Jeffrey McNamara, Chairman

1-5-16
Date


Carl Caporale, Commissioner

1-5-16
Date


Lawrence Anderson, Commissioner

1-5-16
Date