

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

DATE: December 22, 2015

PLACE: Allenstown Wastewater
Treatment Facility
35 Canal Street

TIME: 5:00 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. **December 8, 2015:** Carl made a motion to table the minutes of December 8, 2015. Larry seconded the motion. Motion approved.

II. PROJECT UPDATES:

- a. **Michael Trainque:** No updates given.
- b. **Peter Boettcher:** Reviewed quotes received for the installation of the RotoMix system. Carl made a motion to approve the quote from Keymont Construction in the amount of \$120,800.49. Larry seconded the motion. Motion passed unanimously. Cisco technician has completed the VPN set up at the plant facility. Titan Electric has completed the electrical installation for the mixing system.

III. NEW BUSINESS:

- a. **Discuss public hearing and deliberative session:** Andrea asked the Board if they would like to have a powerpoint presentation prepared for the two meetings. Board agreed and to only have about 20 copies made available.

- b. **Any new business as necessary:** Board discussed hauled waste rates. Carl made a motion to increase the rate for effluent from \$0.03 to \$0.45 effective February 1, 2016. Larry seconded the motion. Motion passed unanimously.

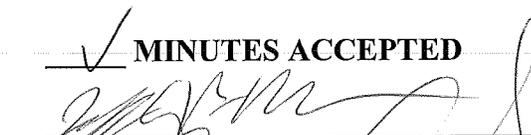
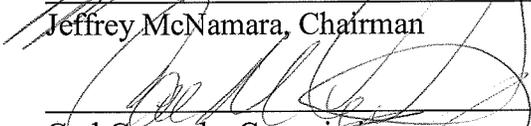
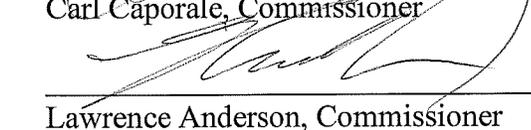
IV. OLD BUSINESS:

- a. **Update on 2015 budget:** Reviewed 2015 budget to date. As of December 22, 2015 there is approximately \$130,000.00 left to spend of the budget.
- b. **Any old business as necessary:** Discussed Commissioners stipend. Jeff will talk to Shaun about the request to increase. Discussed the second part of the demo of FundBalance software.

V. CORRESPONDENCE & OTHER BUSINESS:

- a. **Nonpublic session under 91-A:3 II (a):** Larry made a motion to go into non-public session under 91-A:3 II (a) at 6:21 PM. Carl seconded the motion. Roll Call: Larry-I; Carl-I; Jeffrey-I. Motion passed unanimously. Motion to come out of non-public session at 7:30 PM.
- 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 and Superintendent:** Andrea requested for the Board to pay for hotel for NEWEA conference January 24-27 in Boston, MA. Board approved hotel request.

With no further business to discuss, Commissioner Anderson motioned to adjourn, second by Commissioner Caporale. The motion carried by unanimous vote; the meeting was adjourned at 7:31 PM.

<input checked="" type="checkbox"/> MINUTES ACCEPTED	<input type="checkbox"/> WITH AMENDMENT
	1-5-16
Jeffrey McNamara, Chairman	Date
	1-5-16
Carl Caporale, Commissioner	Date
	1-5-16
Lawrence Anderson, Commissioner	Date