

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

**DATE:** August 12, 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; Jeffrey McNamara; and Lawrence Anderson

Commissioners absent:

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

Other public present: Peter Boettcher; and Michael Trainque Hoyle & Tanner.

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

**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **July 22, 2014:** Commission reviewed minutes as typed. Larry made a motion to accept the minutes of July 22, 2014 as typed. Jeff seconded the motion. Motion passed and minutes were signed.

**II. PROJECT UPDATES**

- a. **Michael Trainque:** Updated Commissioners-met with Andrea to set boring locations in the Townhouse Road, Heritage Drive and Meadow Lane area.
- b. **Pete Boettcher:** 1) sump pump exchange has been completed between Septage building and pump room; 2) looking at the sump pump in the headworks which needs to be replaced however it needs to be explosion proof; 3) all security cameras have been installed and working on the startup; 4) electricians will have work completed by Monday August 18, 2014 for the remaining items on the list; 5) discussed the need for another monitor to be placed in the lab for the operators to monitor the plant process-Commissioners approved and signed

purchase order; 6) discussed having an employee along with inmates work on a Saturday to clean and organize the blower room-no decision made; and 7) discussed adding rain gutters to the Septage building-need to get pricing.

### **III. NEW BUSINESS**

- a. **1<sup>st</sup> review of Sewer Use Ordinance-Section I & II:** Reviewed section I and II. Made minor changes to definitions and no changes made to section II. Commissioners to review sections III & IV for the September 2, 2014 meeting.

*Carl made a motion to recess at 5:35 PM. Larry seconded the motion. Motion passed.  
Returned to meeting at 5:45 PM.*

- b. **Non-Public Session: Employee Reviews:** Discussed each employee and compensation.
- c. **Any new business as necessary:** No other new business was discussed.

### **IV. OLD BUSINESS**

- a. **Any old business as necessary:** Discussed non-public session minutes and reviewed RSA 91-A. Discussed property/liability insurance policy. Andrea is working with staff to review policy and amounts. Will have an update at next meeting.

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

- a. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed.
- b. **July sewer adjustment journal & hauler billing detail:** Commissioners reviewed documents and signed.
- c. **Review of any business with Administrative Assistant, Assistant Superintendent and Superintendent:**
  - i. **Jeff updates:** No updates.
  - ii. **Andrea updates:** Reviewed July septage and grease totals; reviewed quotes received from JWC Environmental for grinder at River Road pump station-exchange of grinder \$9,889.00, purchase new grinder \$15,917.00 Jeff made a motion to accept quote to exchange grinder, Larry seconded the motion. Motion passed unanimously.
  - iii. **Dana updates:** No updates

With no further business to discuss, Chairman Caporale motioned to adjourn, second by Commissioner Anderson. The motion carried by unanimous vote; the meeting was adjourned at 8:45 PM.

MINUTES ACCEPTED

WITH AMENDMENT

  
\_\_\_\_\_  
Carl Caporale, Chairman

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jeffrey McNamara, Commissioner

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Lawrence Anderson, Commissioner

\_\_\_\_\_  
Date

8-3-14

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