

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

**DATE:** March 15, 2016

**PLACE:** Allenstown Wastewater  
Treatment Facility  
35 Canal Street

**TIME:** 4:00 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; Roxanna Chomas Assistant Superintendent; Andrea Martel Business Manager; and Jaye Wallace Office Assistant.

Other public present: Michael Trainque.

**Meeting was called to order at 4:00 PM by Chairman McNamara,**

*Carl made a motion to elect Larry as Chairman. Jeffrey seconded the motion. Motion passed.*

**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **March 1, 2016:** Carl made a motion to approve the minutes of March 1, 2016 as typed. Jeffrey seconded the motion. Motion passed unanimously and minutes signed.

**II. PROJECT UPDATES:**

- a. **Michael Trainque:** The SRF Loan agreement was not on the agenda at the last Governor and Council meeting. Next meeting is scheduled for March 23, 2016. Board signed contract in the amount of \$20,000 for legal services. Briefly discussed setting a date and time for Jeff and Mike to look at possible location for new pump station.
- b. **Vaughn Update:** Jeff updated tanks 4 and 6 are complete and online, tank 5 is in progress and set to be put online next week. Had a brief discussion with Keymont Construction regarding adding a building for the pumps, Keymont would be interested.

### III. NEW BUSINESS:

- a. **Intermunicipal Agreement-Sandown:** The current reception area wall is only a file cabinet. Requested to remove file cabinet and have drywall installed for a proper wall prior to floors being done. Commissioners tabled discussion until quotes are received and can be reviewed.
- b. **2015 Audit preliminary results:** Andrea updated the Board the audit was completed last week, no major issues were noted. Discussed: auditors requested a policy be adopted regarding billing and collections and payroll liabilities were adjusted to balance at year end. Board recommended creating a Standard Operation Procedure (SOP) instead of a policy for billing and collections. Andrea will work on creating SOP.
- c. **Review quotes-office copier:** Quotes not ready for review. Carl made a motion to table discussion until next meeting. Jeffrey seconded the motion. Motion passed unanimously.
- d. **Review class proposal:** Andrea requested for Jaye to take on-line class "Accounting and Business 101 for Everyone" at a cost of \$65.00. Carl made a motion to approve class request. Jeffrey seconded the motion. Motion passed unanimously.
- e. **Discuss public outreach:** Roxy updated a tentative date of April 1<sup>st</sup> has been set for tour with 3<sup>rd</sup> grade at the WWTF. There will be approximately 42 children along with teachers and chaperones. Roxy requested a budget amount of \$350.00 to purchase either coloring books and crayons or T-shirts to give out after the tour to the children. Carl made a motion to approve a \$200.00 limit to purchase coloring books, crayons and water. Jeffrey seconded the motion. Motion passed unanimously.
- f. **Any new business as necessary:** Andrea asked the Board if they wish to continue to have the bi-weekly meetings at 4:00 instead of moving back to 4:30. Board agreed to keep all meetings at 4:00.

### IV. OLD BUSINESS:

- a. **Commissioners stipend:** Discussed 2015 overpayment to Commissioners. Larry asked if we can pay Commissioners monthly instead of quarterly. Andrea will contact Checkmate Payroll and get set up. No final decision made on correcting overpayment, need to discuss with auditors for further clarification.
- b. **Review quotes-reception wall repair:** Reviewed quotes for reception wall repair. Quotes received are as follows: L & K Construction-\$950.00; Corporate Interiors-\$3,280.00; RWR Remodeling & Painting-\$1,085.00; and Bluebird Construction-\$1,125.00. Carl made a motion to accept the quote

from L & K Construction in the amount of \$950.00. Jeffrey seconded the motion. Motion passed unanimously.

- c. **Any old business as necessary:** Jeff updated the brushes on the Huber screw press was changed out and installed Goulds pump in BioMag building. Larry made a motion to have Board pay for ham and corn beef for staff pot luck lunch on St. Patricks Day, 3/17/16. Jeffrey seconded the motion. Motion passed, Carl opposed.

**V. CORRESPONDENCE & OTHER BUSINESS:**

- a. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed. Signed payroll sheet.
- b. **Review of any business with Business Manager; Assistant Superintendent and Superintendent:** Larry made a motion to go into non-public session per RSA 91-A:3 II (a) at 5:41 PM. Jeffrey seconded the motion. Motion passed unanimously. Came out of non-public session at 7:28 PM.

With no further business to discuss, Commissioner Caporale motioned to adjourn, second by Commissioner McNamara. The motion carried by unanimous vote; the meeting was adjourned at 7:30 PM.

☒ **MINUTES ACCEPTED**

☐ **WITH AMENDMENT**

  
Lawrence Anderson, Chairman

3-29-16  
Date

  
Carl Caporale, Commissioner

3-29-16  
Date

  
Jeffrey McNamara, Commissioner

3-29-16  
Date