

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

**DATE:** April 12, 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; and Jaye Wallace Office Assistant.

Other public present:

**Meeting was called to order at 4:00 PM by Chairman Anderson;**  
**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **March 29, 2016:** Larry made a motion to approve the minutes of March 29, 2016 as typed. Jeffrey seconded the motion. Motion passed unanimously and minutes signed.

**II. PROJECT UPDATES:**

- a. **Michael Trainque:** Not present.

**III. NEW BUSINESS:**

- a. **Any new business as necessary:** No new business discussed.

**IV. OLD BUSINESS:**

- a. **First quarter sewer warrant:** Sewer warrant reviewed, no motion made to approve.
- b. **Any old business as necessary:** Jeff updated Keymont Construction has completed the installation of the last tank and is on schedule. The next steps are to determine the enclosure for heating the pumps and finish the programming of the pumps. The odor logger has been in placed in the sludge

and septage holding tanks, previously was reading at 30 PPM (parts per million) and is currently reading at 1-5 PPM which is a substantial reduction. Jeff updated the Board that Shaun Mulholland has sent an updated personnel policy for the Sewer Department. Jeff asked Board if a note should be included where the Town Administrator is mentioned throughout the policy and replace with Superintendent. Board agreed. Roxanna informed the Board the 3<sup>rd</sup> grade elementary students will be here on April 14<sup>th</sup> for the tour of the facility. Presentation will be done at the school, everyone will walk down to facility, large group will be split into two groups, one group will do tour while the other group will be with Tucker for a lesson on pumps. Will talk about what is flushable and what is not. Jeff updated the Board the floors in the office have been stripped, the wall repair is scheduled for May 2, 2016, need to schedule floor work with Associated Concrete Coatings, and decide on color of epoxy paint at next meeting.

**V. CORRESPONDENCE & OTHER BUSINESS:**

- a. Signing of March adjustment journal and hauler billing detail:** Signed adjustment journal and hauler billing.
- 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; Assistant Superintendent and Superintendent:** Discussed allowing Jeff and Tucker join Operations Challenge Team and compete against other teams. There is a training day on April 29<sup>th</sup> in Massachusetts, June 6<sup>th</sup> and 7<sup>th</sup> is a competition in Connecticut, and if the team makes the final competition that is held in New Orleans on September 25<sup>th</sup> thru 28<sup>th</sup>. Practice is held twice a week after work hours and on employee's time. Board did not approve. Jeff informed the Board we have the keys to the lull and now belongs to the ASC. New copier will be arriving on April 14<sup>th</sup>, Board agreed to hold old copier for 30 days.
- d. Non-public session under RSA 91-A:3 II (a):** Larry made a motion to go into non-public session under RSA 91-A:3 II (a) at 4:50 PM. Jeffrey seconded the motion. Motion passed unanimously. Carl made a motion to come out of non-public session at 6:30 PM. Jeffrey seconded the motion. Motion passed unanimously.

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 6:31 PM.

**MINUTES ACCEPTED**

**WITH AMENDMENT**

  
\_\_\_\_\_  
Lawrence Anderson, Chairman

  
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Date

  
\_\_\_\_\_  
Carl Caporale, Commissioner

\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date