

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

DATE: May 10, 2016

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; Roxanna Chomas Assistant Superintendent

Other public present: Michael Trainque & Peter Boettcher

Meeting was called to order at 5:15 PM by Chairman Anderson;

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **April 12, 2016:** Carl made a motion to approve the minutes of April 12, 2016 as typed. Jeffrey seconded the motion. Motion passed unanimously and minutes signed.
- b. **May 3, 2016:** Carl made a motion to approve the minutes of May 3, 2016 as typed. Jeffrey seconded the motion. Motion passed unanimously and minutes signed.

II. PROJECT UPDATES:

- a. **Michael Trainque:** A meeting has been set for Jeff and Roxanna to meet with John Jackman on May 11th to discuss VUE Works. A draft layout has been completed of the new pump station, working on having land appraised before easements are drafted; looking to have everything complete by July 2016 to ensure a warrant is placed on the 2017 Town Ballot. Briefly discussed test results from Town storm drain sampling; all results were below the threshold.

- b. **Peter Boettcher:** Had issues with the check valves on the mixing system causing a vacuum suction, contacted Vaughn and they will be sending replacement check valves. Received letter from Keymont Construction for substantial completion which has started the 180 days for the 5% retainage. Currently receiving pricing for installing buildings around each pump to protect from cold weather. Discussed new alarm system. The current alarm system is over 20 years old and is out of date, looking to install a new PLC panel that has 50 slots with capacity of up to 96 slots. The new system will have up to 5 new panels and 3 key pads. Cost estimate for the panel from EII is \$16,298.00 plus \$2,000.00 for plywood, piping, and other parts needed for a total cost of \$19,922.00 which does not include labor or programming. Larry made a motion to approve alarm upgrade using funds from mixing system budget line. Jeffrey seconded the motion. Motion passed unanimously. Discussed flow meters that are installed out in the collection system. Meters are out of date, no longer able to communicate, and requires manual download of monthly readings. Working on pricing to replace however, some of the meters are private and need to work with the owners. PRB Construction has finished the punch list for the mixing system building and can be issued final payment.

III. NEW BUSINESS:

- a. **Sewer Abatement request-2 Meadow Lane:** Board reviewed abatement application, documentation, and calculations. The application was not signed by property owner. Application tabled.
- b. **Any new business as necessary:** No new business discussed.

IV. OLD BUSINESS:

- a. **First quarter sewer warrant:** Larry made a motion to approve the 1st quarter sewer warrant in the amount of \$102,355.89. Jeffrey seconded the motion. Motion passed unanimously.
- b. **Any old business as necessary:** No old business discussed.

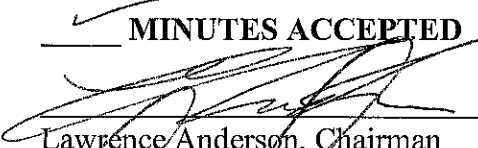
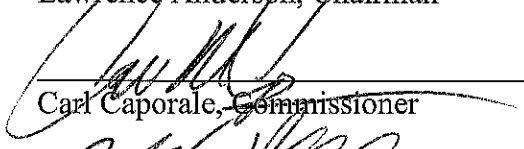
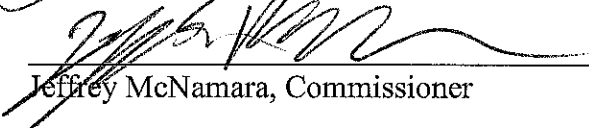
Jeffrey made a motion to take a recess at 5:45 PM. Larry seconded the motion. Motion passed unanimously. Back from recess at 6:50 PM.

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. **Signing of April adjustment journal and hauler billing detail:** Signed adjustment journal and hauler billing.
- c. **Review of any business with Business Manager; Assistant Superintendent and Superintendent:** No other business discussed.

- d. **Non-public session under RSA 91-A:3 II (e):** Larry made a motion to go into non-public session under RSA 91-A:3 II (e) at 6:51 PM. Carl seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes. Carl made a motion to come out of non-public session at 8:22 PM. Jeffrey seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes. Carl made a motion to seal the non-public meeting minutes for the reason render the proposed action ineffective. Jeffrey seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes.
- e. **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 8:24 PM. Carl seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes. Larry made a motion to come out of non-public session at 8:26 PM. Jeffrey seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes. Carl made a motion to seal the non-public meeting minutes for the reason it would affect adversely the reputation of any person other than a member of the public body itself. Jeffrey seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes.
- f. Larry made a motion to approve the sealed non-public meeting minutes from May 3, 2016. Carl 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 8:27 PM.

<u>MINUTES ACCEPTED</u>	<u>WITH AMENDMENT</u>
 _____ Lawrence Anderson, Chairman	_____ Date
 _____ Carl Caporale, Commissioner	5-24-16 _____ Date
 _____ Jeffrey McNamara, Commissioner	5-24-16 _____ Date