

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

DATE: June 21, 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; Jaye Wallace Office Assistant

Other public present: Michael Trainque; Peter Boettcher.

Meeting was called to order at 4:00 PM by Chairman Anderson;

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **June 7, 2016:** Jeffrey made a motion to approve the minutes of June 7, 2016 as typed. Carl seconded the motion. Motion passed unanimously and minutes signed.
- b. **June 7, 2016 (non-public):** Jeffrey made a motion to approve the minutes of June 7, 2016 non-public 91-A:3 II (a) and (e) as typed. Carl seconded the motion. Motion passed unanimously and minutes signed.

II. PROJECT UPDATES:

- a. **Michael Trainque:** Sent signed contract to NH Department of Environmental Services (DES) for review and approval. Contract was sent back from DES with comments regarding scope of work. Mike is addressing comments and will re-submit contract for approval.
- b. **Peter Boettcher:** The design of the new building is almost complete, cost estimate as of now is approximately \$80,000. Cover has been completed for the new stainless septage container, will be shipping next week. Working with

staff on locating manholes for the river outfall; need to do some clearing of debris; need to inspect manhole once located; discussed hiring a diver to inspect outfall in river. Annual hauler appreciation BBQ date set: July 21, 2016; discussed purchasing vs renting table and chairs. Jeffrey made a motion to approve funding for food up to \$650.00 and approve funding for purchase of table up to \$250.00. Larry seconded the motion. Motion passed. New alarm panel has been received; waiting for parts before install begins; after installed next step is to start programming. The mixing project is almost complete; budget remaining is \$213,000.

III. NEW BUSINESS:

- a. **Any new business as necessary:** Jeff updated the Board the grease coming in has increased however, will need to shut off all grease deliveries for a week to complete maintenance on the tank. Reviewed May sewer adjustment journal; Larry made a motion to accept adjustment journal. Jeffrey seconded the motion. Motion passed unanimously. Reviewed May hauler billing detail; Larry made a motion accept hauler billing detail. Jeffrey seconded the motion. Motion passed unanimously.

IV. OLD BUSINESS:


- a. **Sewer abatement-2 Meadow Lane:** Reviewed documentation submitted with abatement request. Carl made a motion to deny application due to the water from the leak in toilet was still treated at the facility. Jeffrey seconded the motion. Motion passed unanimously. Notice to be sent to homeowner.
- b. **Tyler Technologies:** Jeff informed the Board there are 3 options: 1) purchase Tyler Technologies software and have Town staff take over receiving payments and processing monthly reconciliations; 2) purchase Tyler Technologies software and keep all processes at Sewer Department; 3) stay with current programs Quickbooks and Softwater. Jeffrey made a motion to accept option #1; purchase Tyler Technologies software, have Town staff complete conversion; take ownership of receiving payments; process monthly reconciliations; with a review in six months. Carl seconded the motion. Motion passed.
- c. **Any old business as necessary:** Discussed uniform service and the option of installing a washer and dryer at sewer department. Board requested Jeff to write another letter to uniform company G & K Services regarding issues. Board agreed to go back to basics regarding uniforms, all staff to have 11 pants; 11 shirts; and 2 jackets. Return t-shirts to G & K; price out purchasing t-shirts with logo embroider on it; employees to be responsible for cleaning of t-shirts.

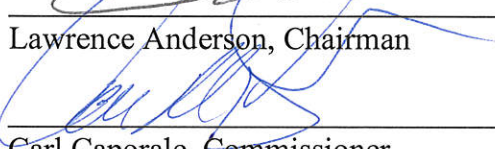
Motion to recess at 5:45 pm. Return from recess at 6:30 pm.

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. **May sewer adjustment journal and hauler billing detail.**
- c. **Review of any business with Assistant Superintendent and Superintendent:** No other business discussed.
- d. **Non-public session under RSA 91-A:3 II (e):** Jeffrey made a motion to go into non-public session under RSA 91-A:3 II (e) at 6:31 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 6:40 PM. Jeffrey seconded the motion. Roll Call: Carl=yes; Jeffrey=yes; Larry=yes.

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 6:41PM.

✓ **MINUTES ACCEPTED**


Lawrence Anderson, Chairman


Carl Caporale, Commissioner

_____**WITH AMENDMENT**
7-5-16

Date
7-5-16

Date

Jeffrey McNamara, Commissioner

Date