

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

DATE: May 27, 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; Jeff Backman Assistant Superintendent; and Andrea Martel
Administrative Assistant

Other public present: Attorney Bill Drescher; Peter Boettcher; Michael Trainque Hoyle & Tanner; and Harold Thompson

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

ORDER OF BUSINESS:

Non-public session: Meet with legal counsel.

- Carl made a motion to go into non-public session under RSA 91:A:2 (b) at 4:35 PM. Larry seconded the motion. Motion passed unanimously.
- Larry made a motion to come out of non-public session at 6:10 PM. Carl seconded the motion. Motion passed unanimously.

I. UNAPPROVED MINUTES:

- a. May 13, 2014:** Commission reviewed minutes as typed. Larry made a motion to accept the minutes of May 13, 2014 as typed. Jeffrey seconded the motion. Motion passed and minutes were signed.

II. PROJECT UPDATES

- a. Michael Trainque:** Paula Boyle from HTA will begin local limits testing shortly, meeting has been set up to start process. Sewer Use Ordinance is at NH Department of Environmental Services for review. Discussed manhole repair on

Main Street, need assistance with NH Department of Transportation (DOT) approving repair. Mike will contact DOT.

- b. **Pete Boettcher:** Not present. No updates given.

III. NEW BUSINESS

- a. **Review Personnel Policy:** Chairman tabled discussion until everyone has a chance to review.
 - b. **WEFTEC/VUE Works training:** Discussed training sessions. Larry made a motion to send Dana and Jeff Backman to WEFTEC training in New Orleans. Jeffrey seconded the motion. Motion passed unanimously. Larry made a motion to send Jeff Backman to VUE Works training in Orlando. Jeffrey seconded the motion. Motion passed unanimously.
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- c. **Allenstown Road Bond Project:** Andrea compiled a brief list of issues known at the current time regarding the streets included in the proposed road bond. Commissioners reviewed and tabled discussion until a later time.

IV. OLD BUSINESS

- a. **Court Street complaints:** Andrea informed the Board that there was another complaint regarding the side of the road washing away. Commission requested Andrea to send a letter to the homeowners and have Felix hydro seed each side of the road end to end.

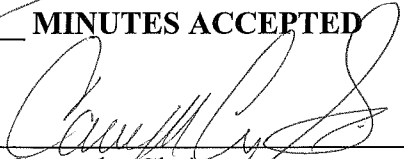
V. CORRESPONDENCE & OTHER BUSINESS

- a. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed.
- b. **Review of any business with Administrative Assistant, Assistant Superintendent and Superintendent:**
 - i. **Jeff updates:** Updated having issues with chemical feeds for the chlorine/dechlor and will be sending out for repair. The T4 pump is scheduled to be installed next week and the dewatering system will be down for approximately three (3) days.
 - ii. **Andrea updates:** No updates.
 - iii. **Dana updates:** Reviewed contract for Constellation, Carl signed contract. Updated Nortrax has been in to discuss the adapter needed for the box plow will be ordered, currently still holding payment. Discussed possible future development (McNamara's landing), Zona development on School Street, and what would be required.
 - iv. **Commission:** Carl discussed posting of the agenda, have Chairman approve then send to all Board members after approval.

With no further business to discuss, Chairman Caporale motioned to adjourn, second by Commissioner McNamara. The motion carried by unanimous vote; the meeting was adjourned at 7:55 PM.

✓ **MINUTES ACCEPTED**

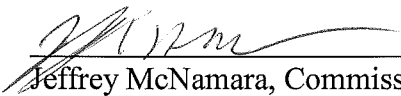
 WITH AMENDMENT



Carl Caporale, Chairman

6-10-14


Date



Jeffrey McNamara, Commissioner

6-10-14

Date



Lawrence Anderson, Commissioner

6-10-14

Date