

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

DATE: October 28, 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; Jeffrey Backman Assistant Superintendent and Andrea Martel Administrative Assistant.

Other public present: Peter Boettcher; Victoria Lantigne and Harold Thompson.

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

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **October 8 & 14, 2014:** Larry made a motion to approve the October 8, 2014 minutes as typed. Carl seconded the motion. Motion passed unanimously and minutes were signed. Larry made a motion to approve the October 14, 2014 minutes as typed. Jeff seconded the motion. Motion passed unanimously and minutes were signed.

II. NEW BUSINESS:

- a. **4:30: Meet with Checkmate payroll service:** Met with representative, Victoria Lantigne, from Checkmate payroll service. Reviewed presentation on possible new payroll service. Board requested to have Andrea meet with Victoria and review demo to ensure system will work as needed and report back to Board at next meeting.

b. **5:00: Public Hearing-Sewer Use Ordinance:**

- Carl opened public hearing at 5:12 PM. Reviewed and discussed changes made to Ordinance. Carl asked if there was any public comment. No comments.
- Carl closed public hearing at 5:47 PM.
- Larry made a motion to adopt the amended Sewer Use Ordinance. Jeff seconded the motion. Motion passed and the Ordinance was signed by Commissioners.

c. **5:30: Meet with auditors:** Len Russell from Plodzik and Sanderson reviewed 2013 audit process and findings.

d. **Review of connection application-34-36 School Street:** Review of application was tabled due to the following reasons: connection fee has not been paid, engineer reviewing drawings, and legal counsel reviewing Easement.

e. **Any new business as necessary:** Reviewed abatement request for 32 Al's Avenue. Board agreed to table decision until property has been sold to issue refund on account. Discussed and review proposal for a third party credit card service. Carl made a motion to approve the new vendor for accepting credit card payments. Larry seconded the motion. Motion passed. Discussed scanning of old files. Board agreed to go through files in house instead of using an outside source. Andrea will look into renting a large scanner to scan large maps and documents.

III. PROJECT UPDATES

a. **Michael Trainque:** Not present for updates.

b. **Pete Boettcher:** Reviewed and discussed quotes as presented: AAA Pump Service quote for installation of pumps, control panel and cover for River Road pump station-Larry made a motion to accept the quote in the amount of \$10,029.76 plus freight. Jeff seconded the motion. Motion passed unanimously. Titan quote for replacing T12 ballast, pins, sockets, and lamps with T8 for rooms as described in quote-Larry made a motion to accept the quote and cap the total cost at \$7,720.00. Jeff seconded the motion. Motion passed unanimously.

IV. OLD BUSINESS

a. **Any old business as necessary:** No old business to discuss.

V. CORRESPONDENCE & OTHER BUSINESS

a. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed. Signed overtime sheet.

b. Review of any business with Administrative Assistant, Assistant Superintendent and Superintendent:

- i. Jeff updates:** Requested approval to allow staff to purchase individualized personal protective equipment instead of purchasing the same item for all staff. Board approved with the agreement the staff must follow the purchasing policy.
- ii. Andrea updates:** Requested approval to purchase two (2) sweatshirts with logo for custodial staff member. Board approved purchase.
- iii. Dana updates:** No updates.

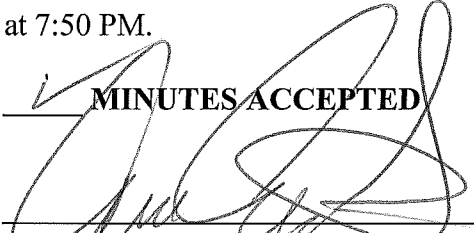
Jeff made a motion to go into non-public session under RSA 91-A:3 II (a) at 7:15 PM. Larry seconded the motion. Motion passed.

Jeff made a motion to come out of non-public session at 7:45 PM.

With no further business to discuss, Commissioner McNamara motioned to adjourn, second by Commissioner Anderson. The motion carried by unanimous vote; the meeting was adjourned at 7:50 PM.

 MINUTES ACCEPTED

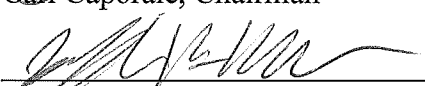
 WITH AMENDMENT



Carl Caporale, Chairman

11-11-14


Date



Jeffrey McNamara, Commissioner

11-11-14

Date



Lawrence Anderson, Commissioner

11-11-14

Date