

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

DATE: December 23, 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; Lawrence Anderson; and Jeffrey McNamara.

Commissioners absent:

Staff present: Dana Clement Superintendent; and Andrea Martel Business Manager.

Other public present: Peter Boettcher and Michael Trainque.

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

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **November 11, 2014:** Larry made a motion to accept the minutes of November 11, 2014 as typed. Jeffrey seconded the motion. Motion passed and minutes were signed.
- b. **November 25, 2014:** Larry made a motion to accept the minutes of November 25, 2014 as typed. Jeffrey seconded the motion. Motion passed and minutes were signed.

II. NEW BUSINESS:

- a. **Auditor's Survey:** Commissioners reviewed and answered the auditor's survey regarding the knowledge of the financial procedures. Survey was answered by the Board collaboratively, signed, scanned and emailed to Plodzik and Sanderson.
- b. **Any new business as necessary:** No new business discussed.

III. PROJECT UPDATES

- a. **Michael Trainque:** Working on creating a task order for the development, installation of new pump station and to include decommissioning of the siphons. Evaluating estimated cost to build a new building for odor control. Pump stations have been installed at 1 and 3 West Street. DBU Construction is revising contract for directional boring of the low pressure force main on West Street. Homeowners of 1 and 3 West Street had questions regarding the installation. Dana and Mike will collaborate together a response and send out to homeowners.
- b. **Pete Boettcher:** Reviewed and discussed quotes regarding purchasing two (2) new boilers. Quote #1: Denron \$36,796.00 (reduced to \$31,657.00 for service work already completed); Quote #2: Al Terry \$49,940.00 and Quote #3: Bill Trombly \$44,221.00. Each unit installed qualifies for \$4,000 rebate from Liberty Utilities. Carl made a motion to accept the quote from Denron in the amount of \$31,657.00 to install two (2) new boilers. Jeffrey seconded the motion. Motion passed unanimously.

IV. OLD BUSINESS

- a. **2015 Default Budget:** Commissioners reviewed the proposed default budget and discussed contracts for approved projects. Larry made a motion to accept the proposed default budget in the amount of \$2,080,591.24. Jeffrey seconded the motion. Motion passed unanimously.

Carl made a motion to go into recess at 6:20 PM. Jeffrey seconded the motion. Motion passed. Returned from recess at 6:25 PM.

- b. **Personnel Policy:** Discussed changing personal and vacation time to annual leave. Carl made a motion to change all employee leave time to annual leave effective January 1, 2015. Jeffrey seconded the motion. Motion passed unanimously. Carl made a motion to table the personnel policy until next meeting to allow Board to review document. Larry seconded the motion. Motion passed unanimously.
- c. **Any old business as necessary:** No old business discussed.

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. **Signing of November hauler billing detail & sewer user adjustment journal:** Commissioners signed documents as needed.
- c. **Review of any business with Administrative Assistant, Assistant Superintendent and Superintendent:**

i. **Jeff updates:** Not present.

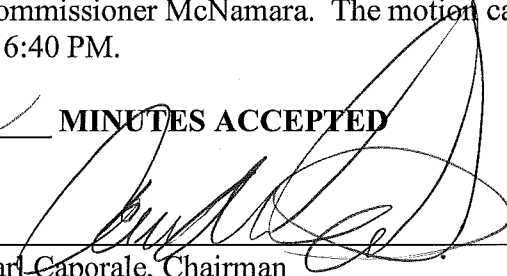
ii. **Andrea updates:** No updates given.

iii. **Dana updates:** No updates given.

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 6:40 PM.

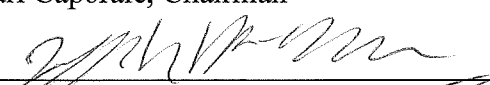
✓ **MINUTES ACCEPTED**

 WITH AMENDMENT



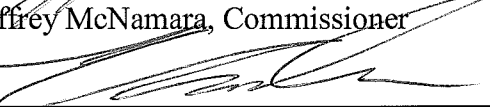
Carl Caporale, Chairman

Date



Jeffrey McNamara, Commissioner

Date



Lawrence Anderson, Commissioner

Date