

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

**DATE:** January 6, 2015

**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; Jeff Backman Assistant Superintendent; and Andrea Martel Business Manager.

Other public present: Michael Trainque.

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

**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **December 23, 2014:** Larry made a motion to accept the minutes of December 23, 2014 as typed. Jeffrey seconded the motion. Motion passed and minutes were signed.

**II. NEW BUSINESS:**

- a. **Any new business as necessary:** No new business discussed.

**III. PROJECT UPDATES**

- a. **Michael Trainque:** Updated the language in the Warrant Article for \$30,000.00 bond for Asset Management. Working on setting up a meeting with DBU Construction to discuss boring on West Street. Reviewed task order 2014-03 (Septage mixing system structural evaluation and design). Larry made a motion to accept the task order as written in the amount of \$24,790.00. Jeffrey seconded the motion. Larry rescinded motion. Motion

failed. Larry made a motion to table task order until next meeting. Jeffrey seconded the motion. Motion passed unanimously.

#### IV. OLD BUSINESS

- a. **Personnel Policy:** Reviewed personnel policy and made changes as Board requested. Discussed annual leave time in regards to allowing employees to carry over time or use it or lose it. Need to re-write section on annual leave to reflect Board decision to make it policy use it or lose it on annual leave time. Board to review and adopt at next meeting.
- b. **Any old business as necessary:** Discussed new payroll system process. Dana informed Board the first payroll process was difficult and found many issues however, overall once employees understand how the system works it should be easier. Board reviewed reports from payroll system. Boiler replacement will be starting on January 7, 2015. Discussed employee (Michael Bruce) probationary review. Larry made a motion to increase pay rate from \$13.00 to \$16.00 effective immediately. Jeffrey seconded the motion. Motion passed unanimously.

*Carl made a motion to go into recess at 6:06 PM. Jeffrey seconded the motion. Motion passed. Returned from recess at 6:15 PM.*

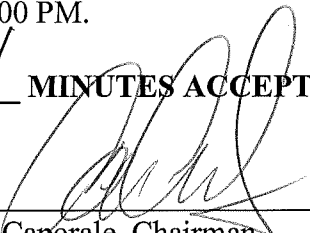
#### V. CORRESPONDENCE & OTHER BUSINESS

- a. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed. Signed overtime sheet.
- b. **Signing of December 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:** Meet with Department of Environmental Services and completed a facility review. The facility has been evaluated and approved to be a grade IV plant.
  - ii. **Andrea updates:** Requested to attend NEWEA conference in Boston on January 25-28, 2015. Request was denied.
  - iii. **Dana updates:** No updates given.

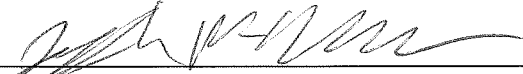
With no further business to discuss, Chairman Caporale motioned to adjourn, second by Commissioner McNamara. The motion carried by unanimous vote; the meeting was adjourned at 8:00 PM.

✓ **MINUTES ACCEPTED**

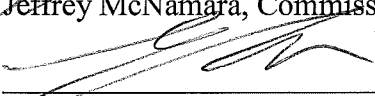
       **WITH AMENDMENT**

  
\_\_\_\_\_  
Carl Caporale, Chairman

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jeffrey McNamara, Commissioner

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Lawrence Anderson, Commissioner

\_\_\_\_\_  
Date

1-20-15

1-20-15