

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

DATE:

February 3, 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 and Lawrence Anderson.

Commissioners absent: Jeffrey McNamara

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. **January 20, 2015:** Larry made a motion to accept the minutes of January 20, 2015 as typed. Carl seconded the motion. Motion passed and minutes were signed.

II. NEW BUSINESS:

- a. **4:40 PM-Conference call with Alan Gould:** Discussed having business office evaluated along with performance practice review. Board requested to have Andrea talk with Town Administrator Shaun Mulholland about how the Town is handling the evaluation and report back to the Board.
- b. **Any new business as necessary:** No new business discussed.

III. PROJECT UPDATES

- a. Updates of any projects as necessary:** No updates given.
- b. Michael Trainque:** Updated the install on West Street has been completed. 1 West Street is installing a water meter for billing. The grinder pumps did not work and parts had to be ordered however, all work has been done. Currently working on the structural design for the new building. Requested to have a workshop with Dana and Jeff. Dana will set up a date and time. Requested 3-5 years of flow data from Jeff for the siphon. Jeff will gather data and submit to Mike for review.

IV. OLD BUSINESS

- a. 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 payroll sheet.
- b. Review of any business with Business Manager, Assistant Superintendent and Superintendent:**
 - i. Jeff updates:** Received and installed second nitrate pump. Removed second grit pump and being sent out for repair.
 - ii. Andrea updates:** Reviewed and signed January sewer user adjustment journal and hauler billing detail. Reviewed total waste received for January. Updated still having issues with export from Checkmate into Quickbooks. Carl suggested calling Quickbooks for assistance.
 - iii. Dana updates:** Updated the deadline passed for submitting the change for RSA 149:I-6 however, may be able to attach amendment to SB97. Letter has been sent to legal counsel for review.

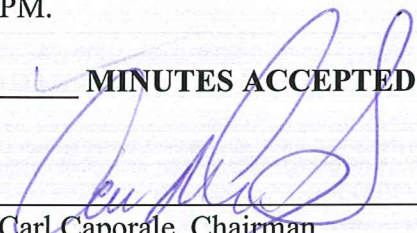
Larry made a motion to go into non-public session under 91-A:3 II (a) at 5:47 PM. Carl seconded the motion. Motion passed unanimously.

Larry made a motion to come out of non-public session at 6:18 PM. Carl seconded the motion. Motion passed unanimously.

With no further business to discuss, Commissioner Anderson motioned to adjourn, second by Chairman Caporale. The motion carried by unanimous vote; the meeting was adjourned at 6:20 PM.

MINUTES ACCEPTED

WITH AMENDMENT



Carl Caporale, Chairman

2-17-15

Date



Jeffrey McNamara, Commissioner

2-17-15

Date



Lawrence Anderson, Commissioner

2-17-15

Date