

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

DATE: February 17, 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; Jeffrey McNamara; and Lawrence Anderson.

Commissioners absent:

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

Other public present: Michael Trainque and Harold Thompson.

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

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **February 3, 2015:** Larry made a motion to accept the minutes of February 3, 2015 as typed. Jeffrey seconded the motion. Motion passed with Jeffrey abstaining and minutes were signed.

II. NEW BUSINESS:

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

III. PROJECT UPDATES:

- a. **Michael Trainque:** Working on conceptual for new building. Jeff has completed three years of flow data and will be submitting to Mike for review. The two properties on West Street have been connected to new sewer main and are fully operational. Discussed establishing a "value" on new sewer installations. No decisions made.

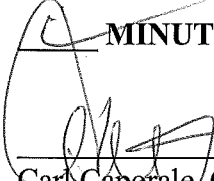
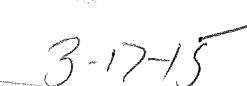
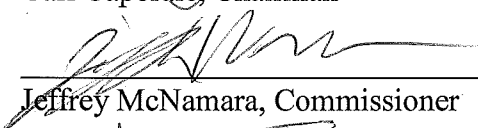
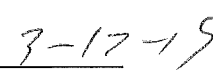
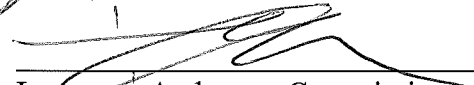
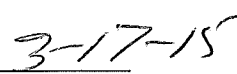
IV. OLD BUSINESS

- a. **Intermunicipal Agreement-Town of Strafford:** Signed agreement
- b. **Intermunicipal Agreement-Town of Hooksett:** Signed agreement
- c. **Update on Checkmate payroll system:** Checkmate is working on creating a rounding rule and fixes for liabilities import into Quickbooks.
- d. **Non-public session 91-A:3 II (a):** *Larry made a motion to go into non-public session under 91-A:3 II (a) at 5:32 PM. Jeffrey seconded the motion. Motion passed unanimously. Larry made a motion to come out of non-public session at 6:15 PM. Carl seconded the motion. Motion passed unanimously.*
- e. **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:** Snow removal has become the main focus over current projects.
 - ii. **Andrea updates:** No updates given.
 - iii. **Dana updates:** Updated on Kady mill in BioMag building. Discussed water heater has failed and need to purchase a replacement. Board agreed to purchase an electric water heater.

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 6:20 PM.

<u>MINUTES ACCEPTED</u>	<u>WITH AMENDMENT</u>
 _____ Carl Caporale, Chairman	 _____ Date
 _____ Jeffrey McNamara, Commissioner	 _____ Date
 _____ Lawrence Anderson, Commissioner	 _____ Date