

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

DATE: March 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. ELECT CHAIRPERSON:** Larry made a motion to elect Jeffrey McNamara as Chair. Carl seconded the motion. Motion passed.
- II. UNAPPROVED MINUTES:**
 - a. February 17, 2015:** Larry made a motion to accept the minutes of February 17, 2015 as typed. Carl seconded the motion. Motion passed and minutes were signed.
- III. NEW BUSINESS:**
 - a. Discuss sewer main on Townhouse Road:** Dana informed Board Felix has been working on the sewer main for Townhouse Road and Heritage Drive removing grease and roots.
 - b. Discuss Digital Express Service:** Andrea presented information on purchasing a check scanner to be able to process check deposits electronically without going to the bank for each deposit. Board recommended checking

with the Town office to see what system they are inquiring on and request other vendor pricing. Table discussion until further notice.

- c. **Discuss hiring temp for office:** Andrea discussed hiring a temp from Office Team to help in the office. Larry made a motion to approve hiring of a temp for 30 hours per week at \$19.78 with Office Team effective immediately. Carl seconded the motion. Motion passed unanimously.
- d. **Any new business as necessary:** No new business discussed.

IV. PROJECT UPDATES

- a. **Michael Trainque:** Continuing work on headworks loading task order.

V. OLD BUSINESS

- a. **Update on Checkmate payroll system:** Checkmate is working on creating a rounding rule and fixes for liabilities import into Quickbooks.
- b. **Personnel Policy:** Reviewed changes to annual leave section. Larry made a motion to approve the personnel policy as writing. Carl seconded the motion. Motion passed unanimously and document was signed. Andrea will have the Town Clerk sign and distribute to employees.
- c. **Non-public session 91-A:3 II (a):** *Larry made a motion to go into non-public session under 91-A:3 II (e) at 5:50 PM. Carl 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. Larry made a motion to go into non-public session under 91-A:3 II (a) at 6:15 PM. Carl seconded the motion. Motion passed unanimously. Larry made a motion to come out of non-public session at 6:45 PM. Carl seconded the motion. Motion passed unanimously.*
- d. **Any old business as necessary:** No old business discussed.

VI. 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:** No updates given.

WITH AMENDMENT

Jeffrey McNamara, Chairman

Date _____

Carl Caporale, Commissioner

Date

Lawrence Anderson, Commissioner

Date