

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

**DATE:** April 14, 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 Peter Boettcher.

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

**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **March 31, 2015:** Larry made a motion to accept the minutes of March 31, 2015 as typed. Carl seconded the motion. Motion passed and minutes were signed.

**II. NEW BUSINESS:**

- a. **1<sup>st</sup> quarter Sewer Billing Warrant:** Board reviewed sewer warrant for the 1<sup>st</sup> quarter 2015 billing. Carl made a motion to approve the warrant in the amount of \$101,210.84. Larry seconded the motion. Motion passed unanimously and warrant was signed.
- b. **Any new business as necessary:** Jeff updated the Board the Road Agent has requested to have all trucks use Canal Street coming into Facility and leave using Ferry Street do to drainage issues on Canal Street. Board requested to have Mike talk with Road Agent and discuss issues with drainage and possible corrections that need to be done. Andrea updated the Board about issues regarding the Home Depot credit card account and Harcros accounting. All invoices are being sent electronically to [invoice@allenstownnh.gov](mailto:invoice@allenstownnh.gov) however,

the invoices for the accounts mentioned where changed and not received so account has been suspended. Working on resolving currently. Andrea presented an abatement request that was received for 72 Main Street. Commissioners reviewed request and documentation provided. Carl made a motion to approve abatement request in the amount of \$93.32. Larry seconded the motion. Motion passed unanimously and abatement approval letter signed.

### III. PROJECT UPDATES

- a. **Michael Trainque:** Updated the kick off meeting has been completed for the mixing project. Reviewed and discussed preliminary drawings of building.
- b. **Peter Boettcher:** Discussed moving forward with purchasing one sludge disposal container a year for the septage cans. Board agreed to move forward with reviewing drawings and getting pricing to purchase one a year. Pointed out the heating system needs to be addressed and corrected before next winter in the BioMag building. The demo kady mill is up and running after minor issues during start up. Finally updated weekend work will be scheduled soon for asphalt and concrete work to the scale.

### IV. OLD BUSINESS

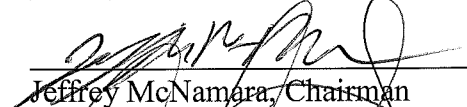
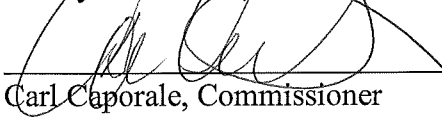

- a. **Any old business as necessary:** No old business discussed.

### 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:** No other business discussed.

*Carl made a motion to go into Non-Public session under RSA 91-A:3 II (a) at 5:25 PM. Larry seconded the motion. Motion passed unanimously. Out of Non-Public session at 5:33 PM.*

With no further business to discuss, Commissioner Anderson motioned to adjourn, second by Commissioner Caporale. The motion carried by unanimous vote; the meeting was adjourned at 5:34 PM.

<input checked="" type="checkbox"/> MINUTES ACCEPTED	<input type="checkbox"/> WITH AMENDMENT
 _____ Jeffrey McNamara, Chairman	<u>5-26-15</u> _____ Date
 _____ Carl Caporale, Commissioner	<u>5-26-15</u> _____ Date
 _____ Lawrence Anderson, Commissioner	<u>5-26-15</u> _____ Date