

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

DATE: April 28, 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 and Jeff Backman Assistant Superintendent.

Other public present: Michael Trainque; Peter Boettcher; and Harold Thompson.

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

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **April 14, 2015:** Minutes were not ready for review. Minutes tabled until next meeting.

II. NEW BUSINESS:

- a. **Accounting Software:** Dana stated the Board of Selectmen will be having a demonstration on May 11, 2015 for the chosen accounting software firm and would like to have a joint meeting with the Sewer Commission. Sewer Commission will attend.
- b. **Any new business as necessary:** Jeff informed the Board he met with Dana and Pete to discuss creating a new position for a laborer. Discussed using program through NH Unemployment. The program sends a qualified applicant to work for 6 weeks and can hire after if applicant is suitable. Board approved creating new position pending approval of job description.

III. PROJECT UPDATES

- a. **School Street-Zona:** Dana updated that he reviewed the submitted drawings however, there are issues that need to be corrected before an approval is

granted. John Rokeh, engineer for Zona, is working on moving building #1 out of the easement. Discussed easement and the ASC or the Town does not have any authority to change the existing easement. Other issues with drawing are: 8" water main and drainage line within the easement. There is an easement from 1939 for sewer line, now drainage line, which is very unclear and needs to be clarified.

- b. **Community Center:** Mike went over the proposed building and estimated flow. Final flow calculations still need to be reviewed and information gathered before final decision can be completed along with calculation of connection fee.
- c. **Michael Trainque:** Reviewed and discussed design and cost estimate for new mixing building estimated at \$310,000.00. Discussed drainage issues on Canal Street. Drainage system has deficiencies and needs structural work to improve overall system. Dana informed the Board due to the drainage issue on Canal Street the Road Agent is having all truck traffic leave the facility using Ferry Street however, received a complaint from a resident due to trucks driving too fast. A notice has been put in place to inform drivers to drive slow going up Ferry Street due to children being on school vacation. Pete suggested renting a sign.
- d. **Peter Boettcher:** Reviewed and discussed quote from Northeast Cummins for generator maintenance at the plant \$1,301.00 and pump station \$996.06. Larry made a motion to accept the quotes for generator maintenance and to authorize Dana to sign contract. Carl seconded the motion. Motion passed unanimously. Updated a plant shutdown is being scheduled to test, in a controlled environment, all computers and system back up. Continuing to work on heating issue in BioMag building. Waiting for price from AAA pump service on pump #2 replacements at pump station.

IV. OLD BUSINESS

- a. **Non-public session under 91-A:3 II (a):** 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. Out of non-public session at 6:25 PM.
- b. **Any old business as necessary:** Dana updated still waiting to schedule Fairbanks to come and install new driver for scale but the printer is working good. Jeff updated getting caught up with grease from the winter deliveries. Dana also stated a new hot water tank was ordered along with a new computer for Jeff because all computers are now on the domain except for Jeff because computer is outdated. Jeff stated he has registered for a public speaking class per request of the Board however, the class is only offered Monday and Wednesday from noon to 3:30 PM or Tuesday and Thursday from 5:30 PM to 8:00 PM. Board agreed to have Jeff attend the Tuesday and Thursday class at Manchester Community College.

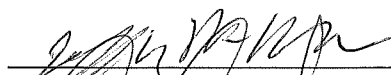
V. CORRESPONDENCE & OTHER BUSINESS

- 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.

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 6:30 PM.

✓ **MINUTES ACCEPTED**

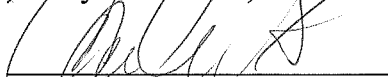
 WITH AMENDMENT



Jeffrey McNamara, Chairman

5-26-15


Date



Carl Caporale, Commissioner

5-26-15

Date



Lawrence Anderson, Commissioner

5-26-15

Date