

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

DATE: May 26, 2015

PLACE: Allentown 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: Jeffrey McNamara Chairman; Carl Caporale; and Lawrence Anderson.

Commissioners absent:

Staff present: Dana Clement 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 McNamara,

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **April 14, April 28, & May 12, 2015:** Larry made a motion to accept the minutes as typed for April 14, April 28 & May 12, 2015. Carl seconded the motion. Motion passed unanimously.

II. NEW BUSINESS:

- a. **Meet with Dave McCurdy from MTS Association:** Board met with Mr. McCurdy and reviewed quotes for a new and used golf cart along with viewing of a model. No decision made on purchasing golf cart.
- b. **Review bid specs for sewer projects:** Board reviewed draft bid specs for repair to 10 manholes and replacing sewer main on Ridge Road. Approved bid specs.
- c. **Any new business as necessary:** Discussed work being done at the intersection of Granite Street and Chester Turnpike. ASC staff will monitor work to ensure manhole repaired last year is not affected during construction.

III. PROJECT UPDATES

- a. **Michael Trainque:** Provided 7 sets of drawings of sludge/septage mixing building with electronic version. Discussed the suction line going into the tank needs to be addressed, still working with vendor. Reviewed amended drawings for the Zona project on School Street. Board requested to have Mike complete a task order to update the Accessibility Fee Schedule.
- b. **Peter Boettcher:** Updated a pump was purchased as a backup for the screw presses. Met with Vaughn pumps to review drawings for new building. Discussed purchasing new locks for the 2 doors into the meeting room. Board approved to purchase new locks and have them installed.

IV. OLD BUSINESS

- a. **Customer complaint:** Dana updated completed his investigation regarding the complaint. Board requested Andrea and Dana send a response letter to customer.
- b. **Any old business as necessary:** Andrea asked if the Board would re-consider discussing direct check depositing. Board requested to wait until the Town has been on the system for 3 months then review. Discussed accounting software. Table until next budget cycle.


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:** Dana submitted to the Board his letter of retirement effective November 1, 2015. Carl made a motion to accept the letter of retirement. Larry seconded the motion. Motion passed unanimously. Board requested the job be posted in-house effective immediately for 7 days then post publically until June 19, 2015. Date set for payroll review-June 30, 2015.

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 6:40 PM.

✓ **MINUTES ACCEPTED**

 WITH AMENDMENT




Jeffrey McNamara, Chairman

6-9-15

Date

Carl Caporale, Commissioner

Date



Lawrence Anderson, Commissioner

6-9-15

Date