

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

DATE: June 23, 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. **June 9, 2015:** Larry made a motion to accept the minutes as typed for June 9, 2015. Jeffrey seconded the motion. Carl abstained. Motion passed and minutes signed.

II. NEW BUSINESS:

- a. **Bid Opening for Projects MH2015 & C28.1_C34 Ridge Road:** Tabled until 7/7/15 meeting.
- b. **Review quotes for fence repairs:** Reviewed partial quotes and went over what fence repairs need to be done. Peter will do write up of the specific details and have both fence companies prepare new quotes. Tabled until quotes are completed.
- c. **Review letter from legal counsel to auditors:** Commissioners reviewed letter drafted by legal counsel in response to a request for the Town auditors Plodzik and Sanderson. Board approved letter and requested to have legal counsel send letter to auditors on their behalf.

- d. **Review 2016 proposed sewer projects:** Reviewed and discussed proposed sewer repair for Meadow Lane, Heritage Drive, & Townhouse Road. Board agreed to have Felix remove the roots on Meadow Lane and to finish televising a portion of sewer main on Townhouse Road and to cut any protruding services.
- e. **Any new business as necessary:** Discussed the Sewer Accessibility/Development Fee. Currently there is no minimum charge in the fee schedule. Larry made a motion to add a minimum charge of \$1,375.47 for a single bedroom equivalent to 75 gallons per day (GPD). Jeffrey seconded the motion. Motion passed unanimously. Discussed building and land located at 25 Canal Street. Property owner is looking to tear down the building located at the road side of the property and possibly give a portion of the land to the town.

III. PROJECT UPDATES

- a. **Michael Trainque:** Not present for updates.
- b. **Peter Boettcher:** Updated pre-bid meeting was today for the septage/sludge mixing building.

IV. OLD BUSINESS

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

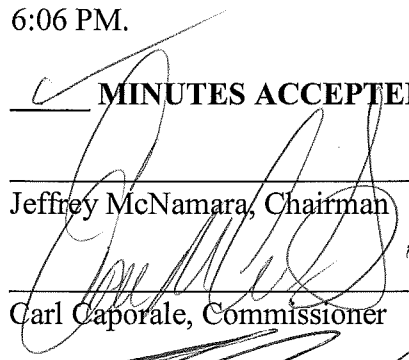
V. CORRESPONDENCE & OTHER BUSINESS

- 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:** Larry made a motion to go into non-public session under 91-A:3 II (a) at 5:50 PM. Jeffrey seconded the motion. Motion passed. Carl made a motion to come out of non-public session at 6:05 PM. Larry seconded the motion. Motion passed.

With no further business to discuss, Commissioner Anderson motioned to adjourn, second by Chairman McNamara. The motion carried by unanimous vote; the meeting was adjourned at 6:06 PM.

 ✓ **MINUTES ACCEPTED**

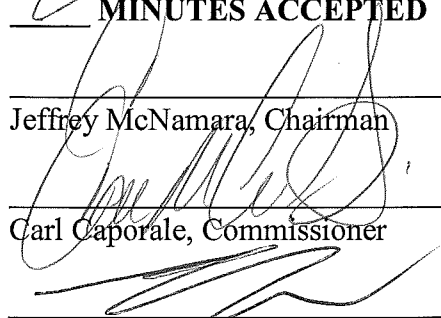
 WITH AMENDMENT



Jeffrey McNamara, Chairman

Date

7-7-15



Carl Caporale, Commissioner

Date

7/7/15



Lawrence Anderson, Commissioner

Date