

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

DATE: July 10, 2012

PLACE: Allenstown Wastewater
Treatment Facility
35 Canal Street

TIME: 4:00 PM

ALLENSTOWN SEWER COMMISSION
REGULAR MEETING

Transcribed from notes by Andrea Martel & Dana Clement

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.

In attendance were: Jeffrey McNamara Chairman; Lawrence Anderson Commissioner; Carl Caporale Commissioner; John Jackman Hoyle & Tanner; Harold Thompson Pembroke Sewer Commissioner; Dana Clement Superintendent; and Andrea Martel Administrative Assistant.

Chairman McNamara called the meeting to order at 4:00 PM.

ORDER OF BUSINESS:

1. Annual employee compensation and performance review.

- Larry Anderson made a motion to go into non-public session with the Board and Superintendent Clement. Motion Seconded by Carl Caporale. The motion passed unanimously. The Board went into non-public session at 4:05pm.
- The Board and the Superintendent discussed each employee's performance, compensation, level of responsibility, and the Superintendents recommendations.
- Larry Anderson made a motion to compensate the sewer department employees, effective with the next payroll period as follows.

Backman, Jeffrey	\$25.00/hr.
Clement, Dana	\$84,000/yr.
Carbonneau, Aria	\$11.25/hr.
Herron, David	\$18.00/hr.
King Alyson	\$14.50/hr.
Martel, Andrea	\$22.00/hr.
Slager, Richard	\$22.25/hr.
Smock, Russell	\$22.50/hr.

- Motion was seconded by Carl Caporale. The motion passed unanimously.
- Larry Anderson made a motion to go back into public session. Motion seconded by Jeff McNamara. The motion passed unanimously.

Chairman McNamara re-opened the public session at 5:15 pm.

Larry Anderson made a motion to recess the meeting until 6:00 pm. Motion seconded by Carl Caporale. Motion passed unanimously. Chairman McNamara called recess until 6:00 pm.

2. Review correspondence, disbursements and purchase orders.

- Commissioners signed all disbursements and purchase orders.

3. Sewer Rents for 2nd quarter 2012

- Reviewed the billing for 2nd quarter Sewer Rents. Carl made a motion to accept the billing in the amount of \$134,964.66. Larry seconded the motion. Motion passed unanimously.

4. June Adjustment journal and hauler billing detail

- Commissioners reviewed both May and June adjustment journal and hauler billing details. Commissioners signed all reports.

5. Minutes for June 26 and July 3, 2012

- Larry made a motion to table the review and approval of the June 26 & July 3 minutes. Carl seconded the motion. Motion passed unanimously.

6. Ferry Street project

- Ferry Street paving project is scheduled to begin on July 16, 2012. The sand located by the back gate will be moved to the sides of the fence to level out the ground.
- Dana informed the Board that Pete Boettcher hired Mr. Ben Beauchesne to clear area around gas line to allow for more ground space to store the debris being removed from the property for construction of the new hauled waste receiving station.
- Discussed using the 8-inch pipe installed on Ferry Street as drainage. Larry made a motion to approve using the pipe for drainage. Carl seconded the motion. Motion passed. Carl made a motion to have Felix Septic Service finish the job. Larry seconded the motion. Motion passed.
- John Jackman updated to the board: Ferry Street has a 6-inch high pressure gas line that has 60 PSI, Liberty Utilities will be investigating the line, and Tennessee Gas will be conducting test pits on July 16, 2012.

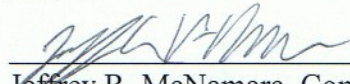
7. Review any old or new business with Administrative Assistant & Superintendent, including updates on current facility projects.

- John stated that Campbell Street Sewer Main project is scheduled to begin on July 30, 2012.
- John handed Andrea original documents regarding Final SRF loan disbursement request along with transmittal letter to NH Department of Environmental Services. Also received original contract letter to DBU Construction regarding Campbell Street Sewer Main project.
- Discuss odor complaint policy and procedures. Larry made a motion to ensure the policy and procedure for all odor complaints are followed and the forms are emailed to Commissioners for review. Carl seconded the motion. Motion passed unanimously. Carl stated all complaints to be reviewed quarterly.
- Carl made a motion to create a notification system to all Commissioners for any issues that may arise that are out of the everyday normal activities. Larry seconded the motion. Motion passed unanimously.
- Discussed sending the Commissioner's meeting agenda to Paul Apple to be posted at town hall. Commissioner's agreed to have agenda posted at town hall.
- Discussed paving of Oak Street. Still looking to receive clarification of the stone requirement.
- Discussed lowering of all manhole covers on Cross Street. Andrea will get three (3) quotes.

With no further business to discuss, Commissioner Lawrence Anderson motioned to adjourn, second by Commissioner Carl Caporale motion carried by unanimous vote, meeting adjourned at 7:50 PM.

✓ **MINUTES ACCEPTED**


 WITH AMENDMENT



Jeffrey R. McNamara, Commissioner



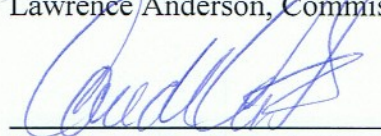
Date



Lawrence Anderson, Commissioner



Date



Carl Caporale, Commissioner



Date