

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

**DATE:** July 21, 2015

**PLACE:** Allenstown Wastewater  
Treatment Facility  
35 Canal Street

**TIME:** 4:00 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: Peter Boettcher.

**Meeting was called to order at 4:05 PM by Chairman McNamara,**

**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **June 30, 2015:** Minutes tabled until next meeting.
- b. **July 7, 2015:** Minutes tabled until next meeting.

**II. PROJECT UPDATES**

- a. **Michael Trainque:** Not present for updates.
- b. **Peter Boettcher:** Discussed fence repairs for facility grounds and river crossing. American Fence withdrew from bid. Received bid from Penney Fence in the amount of \$1,300.00 for river crossing and \$8,920.00 for facility grounds. Carl made a motion to accept the quotes from Penney Fence as quoted. Larry seconded the motion. Motion passed unanimously. Discussed putting the mixing system project on hold until further testing and evaluation is completed. Board agreed.

**III. NEW BUSINESS:**

- a. **5:30 PM Non-Public Session under RSA 91-A:3 II (a):** Larry made a motion to go into non-public session under RSA 91-A:3 II (a) at 5:30 PM. Carl seconded the motion. Motion passed unanimously. Jeffrey made a

motion to come out of non-public session at 5:51 PM. Larry seconded the motion. Motion passed unanimously.

- b. **Non-Meeting with legal counsel:** Chairman made a motion to go into recess at 5:52 PM. Board agreed unanimously. Resumed meeting from recess 6:30 PM.
- c. **2<sup>nd</sup> quarter Sewer Warrant:** Commissioners reviewed sewer warrant. Andrea explained adjustments were done because an error occurred during the billing process. Carl made a motion to accept the 2<sup>nd</sup> quarter sewer warrant in the amount of \$115,644.75. Larry seconded the motion. Motion passed unanimously and warrant was signed.
- d. **Any new business as necessary:** Dana updated the Board, received sewer connection application for the Allentown Community Center. Legal counsel advised there is no language in any document (RSA or Accessibility Fee Schedule) that allows for a waiver to be approved for paying of sewer connection fee. Discussed possibilities to reduce Town connection fee. Board requested Dana to send a letter to the Town advising the application is being placed on hold due to lack of information and payment.

#### IV. OLD BUSINESS

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

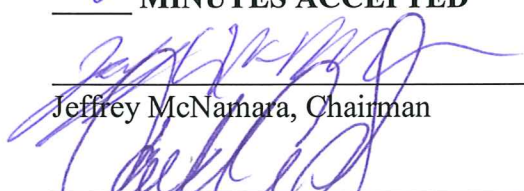
#### V. CORRESPONDENCE & OTHER BUSINESS

- a. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed. Signed payroll sheet.
- b. **June hauler billing detail and sewer user adjustment journal:** Commission signed both documents.
- c. **Review of any business with Business Manager, Assistant Superintendent and Superintendent:** No other business discussed.

With no further business to discuss, Commissioner Caporale motioned to adjourn, second by Commissioner Anderson. The motion carried by unanimous vote; the meeting was adjourned at 6:31 PM.

✓ MINUTES ACCEPTED

WITH AMENDMENT

  
Jeffrey McNamara, Chairman

8-4-15  
Date

  
Carl Caporale, Commissioner

8-4-15  
Date

  
Lawrence Anderson, Commissioner

8-9-15  
Date