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

DATE:	**August 4, 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: Jeffrey McNamara Chairman; Carl Caporale; and Lawrence Anderson.
Commissioners absent:
Staff present: Dana Clement Senior Superintendent; Jeff Backman 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 30, 2015:** Larry made a motion to accept the minutes of June 30, 2015 as typed. Carl seconded the motion. Motion passed unanimously and minutes signed.
b. **July 7, 2015:** Larry made a motion to accept the minutes of July 7, 2015 as typed. Carl seconded the motion. Motion passed unanimously and minutes signed.
c. **July 21, 2015:** Larry made a motion to accept the minutes of July 21, 2015 as typed. Carl seconded the motion. Motion passed unanimously and minutes signed.

II. PROJECT UPDATES

a. **Michael Trainque**: Allenstown WWTF has been approved by NH Department of Environmental Services for grant funding in the amount of $30,000.00 with 100% principal forgiveness. HTA is working on the conceptual design for the new Suncook Pond Pump Station.

b. **Peter Boettcher**: Discussed the purchase of a 2nd grit pump for the headworks in the amount of $15,568.00, of which was budgeted for. Board approved the purchase. Replacement pump at the River Road pump station has been installed and put into operation as of today. Discussed odor issues at the plant, current odor control system, and testing of a new system. Currently doing testing of H2S levels of tanks. Board approved to purchase logger to continue to monitor H2S levels. Discussed building a small tower with media inside to treat odors from tanks. Received blueprints for new septage can, need to review.

III. NEW BUSINESS:

a. **Sewer Connection for 35 Ferry Street:** Jeff informed the Board this property was issued a waiver to connect to the public sewer in 2006 due to a sewer moratorium. Owner requested, in writing, an updated letter grating a waiver until such time their septic system fails. Jeff will send a letter to owner's stating the previous waiver is still in effect.

b. **Any new business as necessary:** Andrea presented a quote in the amount of $4,989.22 from Saybrooke Environmental to have all asbestos pipe removed from the facility grounds. Board approved quote. Board signed letter to TD Card Services to have Russell Smock card cancelled. Board requested to increase the credit limit for Jeff Backman to $40,000.00. Reviewed new hauler application, L.W. Morgridge. Board approved application and put new hauler on 15 day cycle.

IV. OLD BUSINESS

a. **Discuss archived filing process:** Tabled discussed until next meeting.

b. **Review sewer project (Meadow Lane, Townhouse Road, Heritage Drive):** Andrea reviewed known issues regarding the public sewer main. Board requested to have Andrea create specifications for point repairs and send out to contractors for quotes. Discussed accounting software purchase, Board requested to table.

c. **Any old business as necessary:** No old business discussed.

Chairman McNamara called for a recess at 6:20 PM. Returned at 6:50 PM.

V. CORRESPONDENCE & OTHER BUSINESS

a. **Non-Public session under RSA 91-A:3 II (a):** *Commissioner Anderson made a motion to go into non-public session under RSA 91-A:3 II (a) at 6:50 PM. Commissioner Caporale seconded the motion. Motion passed unanimously. Came out of non-public session at 8:34 PM.* Discussed payroll review.

b. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed. Signed payroll sheet.

c. **July hauler billing detail and sewer user adjustment journal:** Commission signed both documents.

d. **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 8:55 PM.

__√__ **MINUTES ACCEPTED** ____ **WITH AMENDMENT**

Jeffrey McNamara, Chairman — Date 8-18-15

Carl Caporale, Commissioner — Date 8-18-15

Lawrence Anderson, Commissioner — Date 8-18-15