

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

DATE: August 18, 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. **August 4, 2015:** Larry made a motion to accept the minutes of August 4, 2015 as typed. Carl seconded the motion. Motion passed unanimously and minutes signed.

II. PROJECT UPDATES

- a. **Michael Trainque:** Had no updates to give.
- b. **Peter Boettcher:** Discussed the tank mixing project and odor control project. Requested approval from Board to move forward with completing the install of the building, electrical, and mechanical prior to the arrival of the new mixing pumps. Larry made a motion to approve the install as specified in the quote for Option #2 of the mixing system in the amount of \$680,000.00. Carl seconded the motion. Roll Call: Larry-yes, Carl-yes, Jeffrey-yes. Motion passes unanimously. Discussed the purchase of a spare septage container for a cost of \$63,000.00. Larry made a motion to purchase the container at \$63,000.00 once drawing and final cost is issued. There was no second. Motion failed.

III. NEW BUSINESS:

- a. **Any new business as necessary:** Discussed the purchase of a plaque to place on the dechlor building dedicating the building to Russell Smock. Tabled until next meeting.

IV. OLD BUSINESS

- a. **Any old business as necessary:** Discussed Canal Street drainage issues and costs for engineering. No decision made. Discussed connection fee for Community Center. ASC Board requested to have the Board of Selectmen at the next ASC meeting on September 1, 2015.

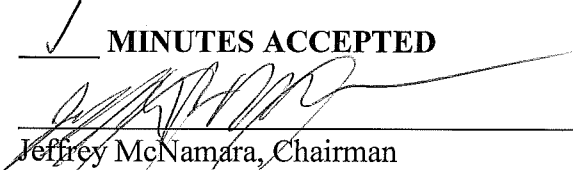
V. CORRESPONDENCE & OTHER BUSINESS

- 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:** Andrea requested to purchase a new name plate for Jeff with new title-approved by Board; Felix has requested to pay monthly invoice by credit card however Quickbooks would charge a fee of over \$2,000 per transaction. Looking into a new vendor and will get back to Board with more information. Also updated that thirty EFT vendor requests were sent out and have received five vendors to set up. Jeff discussed electric and heating contracts about to expire. Board stated to get a 24 or 36 month contract and approved for Jeff to sign contract.

With no further business to discuss, Chairman McNamara motioned to adjourn, second by Commissioner Anderson. The motion carried by unanimous vote; the meeting was adjourned at 6:00 PM.

 ✓ **MINUTES ACCEPTED**

 WITH AMENDMENT



Jeffrey McNamara, Chairman

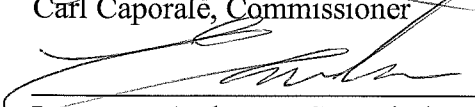
9-1-15

Date



Carl Caporale, Commissioner

Date



Lawrence Anderson, Commissioner

9-1-15

Date