

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

DATE: September 1, 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 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 18, 2015:** Larry made a motion to accept the minutes of August 18, 2015 as typed. Carl seconded the motion. Motion passed unanimously and minutes signed.

II. PROJECT UPDATES

- a. **Michael Trainque:** Review and discussed task order ASC2015-02 "update sewer system accessibility fee" in the amount of \$5,600.00. Larry made a motion to accept the task order as presented. Carl seconded the motion. Motion passed unanimously and document was signed. Mike stated the Board has received approval to proceed from Department of Environmental Services for grant funding. The paperwork for the State Revolving Fund (SRF) needs to be completed and submitted. The Board of Selectmen will need to sign. The conceptual design for the new Suncook Pond pump station still in progress. Discussed number of kids/staff for the Community Center regarding proper allocation of flow.

- b. **Peter Boettcher:** Updated the Board the pumps have been ordered for the new mixing system. The ground work for the new building will begin on September 2, 2015. Discussed plaque for the dechlor building. Larry made a motion to approve the plaque design with Commission names, Staff names, and dedication to Russell Smock. Jeffrey seconded the motion. Roll Call Vote: Larry-yes, Jeff-yes, Carl-no. Motion passed.

III. NEW BUSINESS:

- a. **Nonpublic session under 91-A:3 II (e):** Nonpublic session under (e) was not needed.
- b. **Nonpublic session under 91-A:3 II (a):** *Carl made a motion to go into nonpublic session under 91-A:3 II (a) at 5:55 PM. Jeffrey seconded the motion. Roll Call Vote: Larry-yes; Carl-yes; Jeffrey-yes. Motion passed unanimously. Larry made a motion to come out of nonpublic session at 6:05 PM. Carl seconded the motion. Roll Call Vote: Larry-yes; Carl-yes; Jeffrey-yes. Motion passed unanimously. Larry made a motion to promote Richard Slager to Operations Foreman at the current pay rate and review after probationary period. Carl seconded the motion. Motion passed unanimously.*
- c. **Review of pricing for point repair (School St Easement):** Discussion tabled until next meeting.
- d. **Any new business as necessary:** Discussed recent odor complaints received. Board requested to have information put on website regarding the procedure on filing an odor complaint. Text messages will not be considered an official complaint. Andrea informed a note was received from a sewer user regarding the printing of the bills, stating the numbers printed were very difficult to read. Andrea requested to purchase a new printer and designate it for printing of sewer bills only. Board agreed to look into pricing and other options. Tabled decision until next meeting. Andrea requested to have attorney schedule a hearing for non-payment for Mr. Jonathan Davis. Board approved request.

IV. OLD BUSINESS

- a. **Signing of August hauler billing detail & sewer user adjustment journal:** Commissioners signed August hauler billing detail and sewer user adjustment journal.
- b. **Any old business as necessary:** No old business discussed.

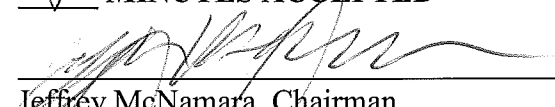
V. CORRESPONDENCE & OTHER BUSINESS

- 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:** 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 6:05 PM.

☒ **MINUTES ACCEPTED**

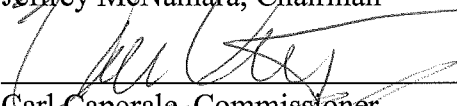
☐ **WITH AMENDMENT**



Jeffrey McNamara, Chairman

9-15-15

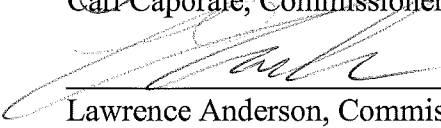
Date



Carl Caporale, Commissioner

9-15-15

Date



Lawrence Anderson, Commissioner

9-15-15

Date