

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

DATE:

November 10, 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 (via conference call).

Commissioners absent:

Staff present: Jeff Backman Superintendent and Andrea Martel Business Manager.

Other public present: Michael Trainque and Peter Boettcher.

Meeting was called to order at 4:35 PM by Chairman McNamara,

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. October 27, 2015:** Carl made a motion to table the minutes until next meeting. Jeffrey seconded the motion. Motion approved.

II. PROJECT UPDATES:

- a. Michael Trainque:** State Revolving Fund (SRF) Loan application needs final review before submitting to Selectmen for signature. Currently working on hydraulics loading of new pump station along with cost estimates. Paula is continuing the work on the headworks loading. Reviewed draft easement for 25 Whitten Street. Discussed having an appraisal done on the property where new pump station may be built. Mike to set up the appraisal. Reviewed Task Order ASC2015-03 "Pembroke Lawsuit defense Assistance" in the amount of \$20,000.00. Carl made a motion to accept the task order as written. Larry seconded the motion. Motion passed unanimously and task order signed.

- b. **Peter Boettcher:** Received structural drawings from Hoyle, Tanner and Associates for new mixing building and can start to get pricing from contractors. Electricians have started installing the wiring for the mixing system. The new PLC is estimated to arrive on November 12, 2015. Discussed recent issues with alarm/phone service. It was determined that a new phone line needed to be added just for the alarm system.

III. NEW BUSINESS:

- a. **Any new business as necessary:** Reviewed application for a new septage hauler, Beard Sewer & Drain, LLC. Carl made a motion to accept the new hauler with a \$2,500.00 limit per month for 3 months per policy. Larry seconded the motion. Motion passed unanimously. Reviewed letters to TD Corporate Bank regarding the addition of 3 new cards for employees Dingman, Wallace & Caporale. Letters signed with the agreement that each employee receives a copy of the purchasing policy and signs it for the employee file.

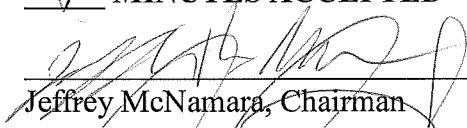


IV. OLD BUSINESS:

- 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. **Review of any business with Business Manager, Superintendent and Senior Superintendent:** No other business discussed.

With no further business to discuss, Chairman McNamara motioned to adjourn, second by Commissioner Caporale. The motion carried by unanimous vote; the meeting was adjourned at 5:04 PM.

<u>✓</u> MINUTES ACCEPTED	_____ WITH AMENDMENT
 Jeffrey McNamara, Chairman	11-24-15 Date
 Carl Caporale, Commissioner	_____ Date
 Lawrence Anderson, Commissioner	11-24-15 Date