

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

DATE: November 24, 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: Jeff Backman Superintendent and Andrea Martel Business Manager.

Other public present: Peter Boettcher.

Meeting was called to order at 4:40 PM by Chairman McNamara,

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **October 27, 2015:** Larry made a motion to accept the minutes of October 27, 2015 as typed. Carl seconded the motion. Motion approved and minutes signed.
- b. **November 10, 2015:** Larry made a motion to accept the minutes of November 10, 2015 as typed. Carl seconded the motion. Motion approved and minutes signed.

II. PROJECT UPDATES:

- a. **Michael Trainque:** Unable to make the meeting but called Andrea with updates which are as follows: SRF loan application was signed by the Selectmen on November 23, 2015 and was sent to NH Department of Environmental Services for awarding \$30,000.00; Heidi from HTA is continuing work on headworks loading study; and Mike is close to finalizing draft cost estimates for new pump station which will include installing a force main down Library Street (estimate is approximately \$2 million).

- b. **Peter Boettcher:** RotoMix system being shipping first week of December; in the process of sending out quotes for installation of RotoMix System; electricians have pulled all main lines; working on scheduling a plant shut down for about 4 hours to connect wires; and all work has been completed at the River Road pump station.

III. NEW BUSINESS:

- a. **Dedication of dechlor building:** Discussed setting a date for the dedication of the dechlor building. Due to projects and weather the Board will set a date in the spring.
- b. **Telephone system:** Andrea requested purchasing a server from telephone company TSE so that the Sewer Department phone calls are not sent to the Town server and re-routed. Board denied request.
- c. **Review of default budget:** Jeff and Andrea went over the first draft of the 2016 default budget. Specific line items subject to change after all information are received.
- d. **Any new business as necessary:** Andrea reviewed budget line items with Board regarding funding a one week year-end bonus for employees. Jeffrey made a motion to approve a one week year-end bonus for employees to be paid on December 11, 2015. Larry seconded the motion. Roll Call: Larry-yes; Jeffrey-yes; Carl-abstain. Motion passed.

IV. OLD BUSINESS:

- a. **New London Septic Service:** Andrea updated the Board New London Septic Service six month probationary period is over. Carl made a motion to take New London Septic Service off cash basis effective December 1st, discharge up to \$2,500.00 per month on account, disposal after \$2,500.00 is on cash basis with review of account after six months. Larry seconded the motion. Motion passed unanimously. Andrea to notify hauler.
- b. **Any old business as necessary:** No old business discussed.

V. CORRESPONDENCE & OTHER BUSINESS:

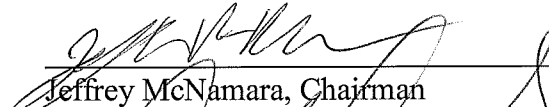
- a. **Nonpublic session under 91-A:3 II (a):** Carl made a motion to go into nonpublic session under 91-A:3 II (a) at 5:40 PM. Larry seconded the motion. Roll Call: Larry-I; Carl-I; Jeffrey-I. Motion passed. Out of nonpublic session at 6:00 PM. Larry made a motion to table Andrea Martel review until 12/8/15 meeting. Carl seconded the motion. Motion passed.
- b. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed. Signed payroll sheet. Commission signed October hauler billing detail and sewer user adjustment journal.

- c. **Review of any business with Business Manager and 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 6:05 PM.

 C **MINUTES ACCEPTED**

 WITH AMENDMENT

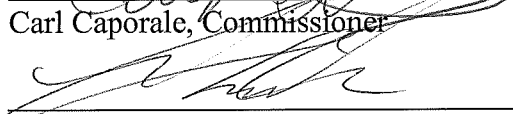


Jeffrey McNamara, Chairman
Date

12-8-15



Carl Caporale, Commissioner
Date



Lawrence Anderson, Commissioner
Date

Date

12-8-15