

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

DATE: March 1, 2016

PLACE: Allenstown Wastewater
Treatment Facility
35 Canal Street

TIME: 4:00 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; Roxanna Chomas Assistant Superintendent; Andrea Martel Business Manager; and Jaye Wallace Office Assistant.

Other public present: Michael Trainque.

Meeting was called to order at 4:00 PM by Chairman McNamara,

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **February 16, 2016:** Larry made a motion to approve the minutes of February 16, 2016 as typed. Carl seconded the motion. Motion passed unanimously and minutes signed.

II. PROJECT UPDATES:

- a. **Michael Trainque:** The State Revolving Fund (SRF) Loan application was signed by Board of Selectmen on February 22, 2016. Application has been submitted to NH Department of Environmental Services to be approved and signed by Governor and Council. Reviewed sewer easement for 25 Whitten Street. Andrea will send to attorney for final review before having Mr. Towle sign and file with Registry of Deeds. Reviewed draft conceptual drawing of Suncook Pump Station. Discussed flood level and erosion concerns.
- b. **Vaughn Update:** Jeff updated the 1st pump was started up on Friday, had minor issues which have been addressed. Looking to start up 2nd pump next week.

III. NEW BUSINESS:

- a. **Reception area wall:** The current reception area wall is only a file cabinet. Requested to remove file cabinet and have drywall installed for a proper wall prior to floors being done. Commissioners tabled discussion until quotes are received and can be reviewed.

IV. OLD BUSINESS:

- a. **Any old business as necessary:** Andrea informed the Board the auditors had stated not to pay Commissioners the 1st quarter stipend of 2016 since the overpayment in 2015 was only for one quarter. Larry requested to table any further decisions or discussions until he speaks with auditors. Board agreed. Andrea updated the Board the Town will be paving Ferry Street and Reynolds Avenue in April. All sewer repairs need to be complete prior to paving. Currently waiting on pricing for repairs.

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. Signed February hauler billing detail and sewer user adjustment journal.
- b. **Review of any business with Business Manager; Assistant Superintendent and Superintendent:** Reviewed hauled waste totals for January and February. Jeff requested to transfer on call phone number to Assistant Superintendent. Board approved. Larry made a motion to go into non-public session under RSA 91-A:3 II (a) at 4:51 PM. Carl seconded the motion. Motion passed unanimously. Out of non-public session at 4:59 PM. Larry made a motion to hire Derek as a temporary laborer at \$10.00 an hour effective March 2, 2016 with all pre-employment requirements. Carl seconded the motion. Motion passed unanimously. Larry made a motion to increase Matthew Caporale hourly rate \$1.00 after he returns from basic training. Carl seconded the motion. Carl abstained from vote. Motion passed.

With no further business to discuss, Commissioner Caporale motioned to adjourn, second by Commissioner Anderson. The motion carried by unanimous vote; the meeting was adjourned at 5:00 PM.

✓ **MINUTES ACCEPTED**

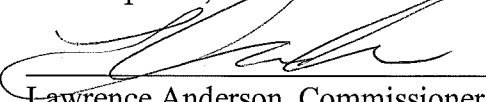
 WITH AMENDMENT


Jeffrey McNamara, Chairman

3-15-16
Date


Carl Caporale, Commissioner

3-15-16
Date


Lawrence Anderson, Commissioner

3-15-16
Date