

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

**DATE:** June 7, 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; Jaye Wallace Office Assistant

Other public present: Michael Trainque; Peter Boettcher; Dana Clement.

**Meeting was called to order at 4:00 PM by Chairman Anderson;**

**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **May 24, 2016:** Jeffrey made a motion to approve the minutes of May 24, 2016 as typed. Carl seconded the motion. Motion passed unanimously and minutes signed.
- b. **May 24, 2016 (non-public):** Jeffrey made a motion to approve the minutes of May 10, 2016 non-public 91-A:3 II (a) meeting as typed. Carl seconded the motion. Motion passed unanimously and minutes signed. Jeffrey made a motion to approve the minutes of May 10, 2016 non-public 91-A:3 II (b) meeting as typed. Carl seconded the motion. Motion passed unanimously and minutes signed.

**II. PROJECT UPDATES:**

- a. **Michael Trainque:** Board of Selectmen signed contract for Asset Management funding; reviewed 2 layout options for new pump station; layout option #1 lays upon 2 properties, approximately 3200 square feet, and covers a storm drain which could be relocated. Layout option #2 is approximately 2900 square feet and covers 2 properties. Next steps are to discuss easements

with property owners and have land assessed. Discussed loadings computer model, John Jackman working with Dana and Jeff on model.

- b. **Peter Boettcher:** Reviewed quote from Titan Electric in the amount of \$3500.00 to run new conduit, wire, fittings, panel, and labor to connect failed air compressor. Carl made a motion to accept quote from Titan Electric in the amount of \$3500.00. Jeffrey seconded the motion. Motion passed unanimously. The new septage container is at the Waste Management Facility; new cover was made and did not fit when placed on container; a new cover is being made and will ship once complete. The replacement muffin monster for tank 7 has been received and the old one shipped out. Continuing work on pricing for building to cover new pumps. One of the septage containers blew up and will be sent out for repair this week. Will be scheduling a plant power shut down to run wiring.

### III. NEW BUSINESS:

- a. **Review quote for State project:** Reviewed quote from Continental Paving/NH DOT in the amount of \$7,805.00 to complete 23 sewer manhole repairs and raise to grade. Jeffrey made a motion to accept quote in the amount of \$7,805.00. Carl seconded the motion. Motion passed unanimously.
- b. **Any new business as necessary:** No other new business discussed.

### IV. OLD BUSINESS:

- a. **Review Personnel Policy:** Carl made a motion to accept the Town's personnel policy with modifications to include Sewer Department. Jeffrey seconded the motion. Motion passed unanimously.
- b. **Any old business as necessary:** Jeff updated the Board, had employees go to Heritage Drive and place loam/seed on homeowners property due to the sewer main work that was done in the fall. Owner did state he was concerned about his next quarter sewer bill being much higher due to all the water being used on the new loam/seed. Jeff informed homeowner to complete an abatement application and submit when the 2<sup>nd</sup> quarter bill is received. Tabled discussion regarding Tyler Technologies until next meeting.


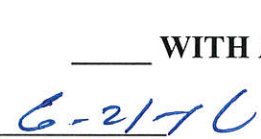
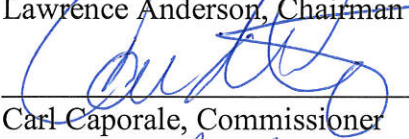
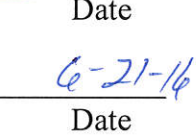

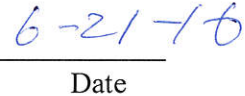
### V. CORRESPONDENCE & OTHER BUSINESS:

- 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 Assistant Superintendent and Superintendent:** No other business discussed.
- c. **Non-public session under RSA 91-A:3 II (e):** Larry made a motion to go into non-public session under RSA 91-A:3 II (e) at 6:17 PM. Carl seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes. Larry made a motion to

come out of non-public session at 6:37 PM. Jeffrey seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes. Carl made a motion to seal the minutes as they would likely affect adversely the reputation of any person other than a member of the public body itself. Jeffrey seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes. Motion passed unanimously.

- d. **Non-public session under RSA 91-A:3 II (a):** Jeffrey made a motion to go into non-public session under RSA 91-A:3 II (a) at 6:38 PM. Carl seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes. Larry made a motion to come out of non-public session at 7:06 PM. Jeffrey seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes. Motion passed unanimously.

With no further business to discuss, Commissioner Caporale motioned to adjourn, second by Commissioner McNamara. The motion carried by unanimous vote; the meeting was adjourned at 7:36 PM.

<input checked="" type="checkbox"/> MINUTES ACCEPTED	<input type="checkbox"/> WITH AMENDMENT
 _____ Lawrence Anderson, Chairman	 _____ Date
 _____ Carl Caporale, Commissioner	 _____ Date
 _____ Jeffrey McNamara, Commissioner	 _____ Date