

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

DATE: July 5, 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: Lawrence Anderson Chairman and Carl Caporale.

Commissioners absent: Jeffrey McNamara

Staff present: Jeff Backman Superintendent; Roxanna Chomas Assistant Superintendent; Jaye Wallace Office Assistant

Other public present: Michael Trainque; Peter Boettcher.

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

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **June 21, 2016:** Carl made a motion to approve the minutes of June 21, 2016 as typed. Larry seconded the motion. Motion passed and minutes signed.
- b. **June 7, 2016 (non-public):** Larry made a motion to approve the minutes of June 21, 2016 non-public 91-A:3 II (e) as typed. Carl seconded the motion. Motion passed and minutes signed.

II. PROJECT UPDATES:

- a. **Michael Trainque:** Working on an amendment for the Asset Management Grant contract to address comments received from NH Department of Environmental Services. Working on draft warrant article for the 2017 ballot regarding the new pump station. Jeff asked for a status update on filing the Easement for Reynolds Avenue. Mike will find out if the Easement has been signed. Discussed West Street sewer main, still need agreement for homeowners and adopt as a public sewer main, Jeff will check with Dana on any progress regarding agreement to cover initial costs should any future house connect.
- b. **Peter Boettcher:** A purchase order has been issued to Keymont Construction in the amount of \$76,800.00 for the building to house the new mixing pumps. The new stainless septage container will be delivered on site tomorrow July 6, 2016. Working on the sump pumps in

the septage building, one may need to worked on or replaced. The new alarm panel has arrived however, still need to order parts to begin project.

III. NEW BUSINESS:

- a. **Any new business as necessary:** Shaun Mulholland discussed what Human Resource Functions the Town will be handling for the Sewer Department. Functions included are: processing of health & dental insurance; short & long term disability; workers compensation; unemployment; NH Retirement System; FMLA; disability; and new hire enrollment.


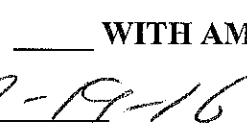
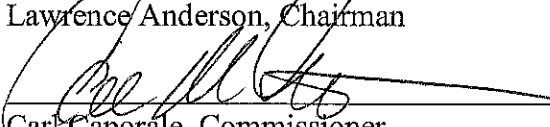
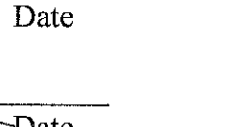
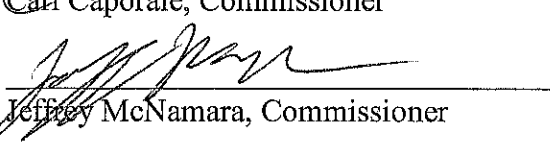
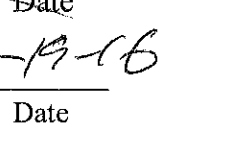
IV. OLD BUSINESS:

- 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. **June sewer adjustment journal and hauler billing detail.** Carl made a motion to accept the June sewer adjustment journal and hauler billing detail. Larry seconded the motion. Motion passed and documents signed.
- c. **Review of any business with Assistant Superintendent and Superintendent:** No other business discussed.
- d. **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 5:08 PM. Carl seconded the motion. Roll Call: Carl=yes; Jeffrey-absent; Larry=yes. Carl made a motion to come out of non-public session at 6:15 PM and to seal the minutes. Larry seconded the motion. Roll Call: Carl=yes; Jeffrey-absent; Larry=yes.

With no further business to discuss, Chairman Anderson motioned to adjourn, second by Commissioner Caporale. The motion carried by unanimous vote; the meeting was adjourned at 6:16 PM.

<u> </u> MINUTES ACCEPTED	<u> </u> WITH AMENDMENT
	
Lawrence Anderson, Chairman	Date
	
Carl Caporale, Commissioner	Date
	
Jeffrey McNamara, Commissioner	Date