

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

**DATE:** July 19, 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; Carl Caporale; and Jeffrey McNamara.

Commissioners absent:

Staff present: Jeff Backman Superintendent; Roxanna Chomas Assistant Superintendent.

Other public present: Michael Trainque; Peter Boettcher.

**Meeting was called to order at 4:04 PM by Chairman Anderson;**

**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **July 5, 2016:** Carl made a motion to approve the minutes of July 5, 2016 as typed. Jeffrey seconded the motion. Motion passed and minutes signed.
- b. **July 5, 2016 (non-public):** Larry made a motion to approve the minutes of July 5, 2016 non-public 91-A:3 II (e) as typed. Jeffrey seconded the motion. Motion passed and minutes signed.

**II. PROJECT UPDATES:**

- a. **Michael Trainque:** Reviewed scope of work for Asset Management agreement; sent to NH Department of Environmental Services (DES) for approval and signature. Emailed draft of warrant article for new pump station; waiting for dollar amount before submitting final draft. Sewer easement for Reynolds Avenue has been sent to owners for review; John Jackman will be meeting with owners to get easement signed; once signed Andrea will file with Merrimack County Registry of Deeds. Discussed applying for grants and filing a pre-application for new pump station; Mike will begin funding process.
- b. **Peter Boettcher:** The new stainless steel septage container was delivered; met with Waste Management (WM) to discuss issues; WM will be picking up container and correcting issues. Working on pricing for replacing influent screen and new pump system for tank 4. Having

issues with rags plugging the new Vaughn pumps and can't make changes or warranty will be voided. Outfall dye testing is scheduled for July 21, 2016.

### III. NEW BUSINESS:

- a. **2<sup>nd</sup> quarter sewer warrant:** Carl made a motion to accept the 2<sup>nd</sup> quarter sewer warrant in the amount of \$108,528.91, Jeffrey seconded the motion. Motion passed unanimously.
- b. **Any new business as necessary:** Jeff discussed changing the office hours for collections of sewer payments from the current hours of 7:30 to 4:30 to 9:00 to 3:00. The front gate will not open until 9:00 AM Monday thru Friday and will be closed at 3:00 PM. Jeffrey made a motion to accept the change of office hours effective August 1, 2016. Carl seconded the motion. Motion passed unanimously. Signs to made up and posted on front door and gate along with posting notice on website.

### IV. OLD BUSINESS:

- a. **Any old business as necessary:** Jeff informed the Board that Shaun has emailed the agreement for the financial services the Town will be processing for the Sewer Department. Agreement needs to be signed by all Commissioners.

*Larry made a motion to go into recess at 4:45 PM. Seconded by Carl. Motion passed. Back from recess at 4:50 PM.*

### 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:** Carl made a motion to have all animals on the premises be removed by August 1, 2016. Jeffrey seconded the motion. Motion passed.
- c. **Non-public session under RSA 91-A:3 II (e & a):** Larry made a motion to go into non-public session under RSA 91-A:3 II (e) at 4:53 PM. Carl seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes. Carl made a motion to come out of non-public session at 4:56 PM and to seal the minutes. Larry seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes.

Larry made a motion to go into non-public session under RSA 91-A:3 II (a) at 4:57 PM. Jeffrey seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes. Carl made a motion to come out of non-public session at 5:33 PM and to seal the minutes. Larry seconded the motion. Roll Call: Carl-yes; Jeffrey-yes; Larry-yes.

With no further business to discuss, Commissioner Caporale motioned to adjourn, second by Chairman Anderson. The motion carried by unanimous vote; the meeting was adjourned at 5:35 PM.

**MINUTES ACCEPTED**

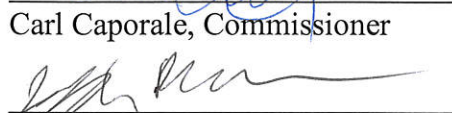
**WITH AMENDMENT**

  
\_\_\_\_\_  
Lawrence Anderson, Chairman

8-2-16  
Date

  
\_\_\_\_\_  
Carl Caporale, Commissioner

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jeffrey McNamara, Commissioner

8-2-16  
Date