

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

DATE: January 12, 2016
PLACE: Allenstown Wastewater
Treatment Facility
35 Canal Street
TIME: 4:00 PM

ALLENSTOWN SEWER COMMISSION
SPECIAL 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:

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

ORDER OF BUSINESS:

I. NEW BUSINESS:

- a. Transfer funds from Capital Reserve Account:** Carl made a motion to transfer funds in the amount of \$210,000.00 from Septic Surplus Fund to Sewer Fund account to pay for the RotoMix equipment. Jeffrey seconded the motion. Roll Call: Carl-I, Larry-abstained, Jeffrey-I. Motion passes. Letter to Trustees of Trust Fund signed.
- b. Any new business as necessary:** Discussed finishing office remodeling is set to be done first weekend of February. Reviewed powerpoint presentation for Public Hearing on January 16, 2016. Board approved. Discussed ASC continuing purchasing coffee, sugar and cream for staff. Board approved. Larry requested pictures of the facility for the Allenstown Master Plan. Andrea will compile pictures and send to Larry.

b. **Peter Boettcher:** Not present at meeting.

III. NEW BUSINESS:

a. **Any new business as necessary:** Andrea updated the Board a transfer will be ready for the next meeting to pay for the mixing system equipment.

IV. OLD BUSINESS:

a. **Any old business as necessary:** Reviewed Town Report letter-Board requested to add something regarding the passing of employee Russell Smock; reviewed total hauled waste received for 2015-reached goal of receiving over 20 million gallons.

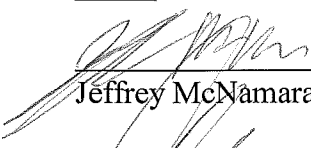
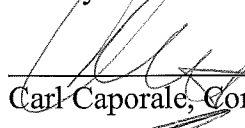
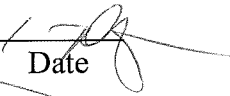

V. CORRESPONDENCE & OTHER BUSINESS:

a. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed. Signed payroll sheet.

b. **December hauler billing detail & sewer user adjustment journal:** Reviewed and signed documents.

c. **Review of any business with Business Manager and Superintendent:** Jeff updated that Roger passed his grade IV exam and Matt passed his grade I exam. Discussed taking Matt off as a temporary employee and hire as permanent. Larry made a motion to hire Matt Caporale as a permanent employee effective 01/06/2016. Jeffrey seconded the motion. Carl abstained. Motion passed. Received updated drawing of stainless steel septage container-Tucker and Jeff need to review. Fairbanks was here to work on resolving the issues with the scale. Discussed still needing an agreement for West Street sewer main should new connections be requested to connect to the line; Board suggested having Dana work on agreement.

With no further business to discuss, Commissioner Caporale motioned to adjourn, second by Chairman McNamara. The motion carried by unanimous vote; the meeting was adjourned at 5:50 PM.

<input checked="" type="checkbox"/> MINUTES ACCEPTED	<input type="checkbox"/> WITH AMENDMENT
 Jeffrey McNamara, Chairman	1-19-16 Date
 Carl Caporale, Commissioner	 Date
 Lawrence Anderson, Commissioner	1-19-16 Date