

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

DATE: September 15, 2015
PLACE: Allenstown Wastewater
Treatment Facility
35 Canal Street
TIME: 4:45 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: Dana Clement Senior Superintendent and Jeff Backman Superintendent.

Other public present: Michael Trainque; Peter Boettcher; and Sheryl Pratt.

Meeting was called to order at 4:50 PM by Chairman McNamara,

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **September 1, 2015:** Larry made a motion to accept the minutes of September 1, 2015 as typed. Jeffrey seconded the motion. Motion passed unanimously and minutes signed.

II. PROJECT UPDATES

- a. **Michael Trainque:** Updated John Jackman as completed the application for the SRF loan funds allocated to Allenstown WWTF for the Asset Management grant. The Board of Selectmen will be the authorizing signatures. John is also currently working on updating the Accessibility/Development Fee Schedule.
- b. **Peter Boettcher:** Requested from HTA to have the person responsible for structural review to visit the plant to review the layout of the new building for the mixing system. Mike will have Linda from the office set up a date and time with Pete. Continue to work with Wastequip on the final pricing for the new septage sludge container using stainless steel inside. Wastequip received an outside inquiry requesting information regarding the design of the containers. Wastequip inform the person making the inquiry to contact Dana or Pete at the wastewater facility.

III. NEW BUSINESS:

- a. **Meet with Sheryl from Plodzick and Sanderson:** The Sewer Department did very well on the 2014 Town audit. Discussed the government letter, no issues listed for Sewer; GASB 68 new regulations regarding retirement reporting; and went over policy and procedures.
- b. **Review of pricing for point repair (School Street easement):** Requested pricing from three contractors however only received pricing from AJ Roy Excavation in the amount of \$6,350.00. Carl made a motion to accept the bid from AJ Roy in the amount of \$6,350.00. Larry seconded the motion. Motion passed unanimously. Andrea will complete contract before work begins.
- c. **Review of pricing for point repairs (Meadow Lane, Townhouse, Heritage):** Requested pricing from three contractors however only received pricing from Jeffer's Excavation in the amount of \$31,500.00. Carl made a motion to accept the bid from Jeffer's Excavation in the amount of \$31,500.00. Larry seconded the motion. Motion passed unanimously. Andrea will complete contract before work begins.
- d. **Any new business as necessary:**

IV. OLD BUSINESS

- a. **Review agreement for professional services from CMA Engineers.** Larry made a motion to accept the agreement with CMA Engineer Firm. Jeffrey seconded the motion. Motion passed unanimously. Commissioners signed agreement with CMA Engineer as an expert witness for the pending lawsuit.
- b. **Any old business as necessary:** No old business discussed.

V. CORRESPONDENCE & OTHER BUSINESS

- a. **Nonpublic session under 91-A:3 II (a):** *Carl made a motion to go into nonpublic session under 91-A:3 II (a) at 5:50 PM. Larry seconded the motion. Chairman called for a Roll Call: Larry-I; Carl-I; Jeffrey-I. Motion passed unanimously. Out of nonpublic session at 6:15 PM. Carl made a motion to increase Tucker Dingman pay by \$1.00 effective next payroll. Larry seconded the motion. Motion passed unanimously.*

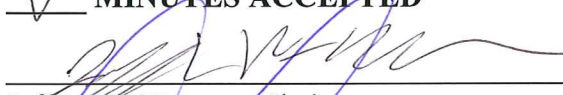
Larry made a motion to go into nonpublic session under 91-A:3 II (e) at 6:20 PM. Carl seconded the motion. Chairman called for Roll Call: Larry-I; Carl-I; Jeffrey-I. Motion passed unanimously. Out of nonpublic session at 6:35 PM. Larry made a motion to send the Community Center sewer connection fee options to Bill Drescher for review. Carl seconded the motion. Motion passed unanimously.

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

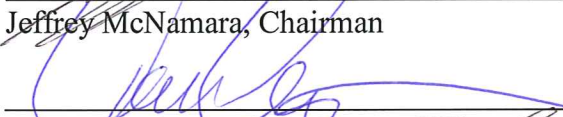
c. **Review of any business with Business Manager, Assistant Superintendent and Superintendent:** No other business discussed.

With no further business to discuss, Commissioner Anderson motioned to adjourn, second by Commissioner Caporale. The motion carried by unanimous vote; the meeting was adjourned at 6:55 PM.

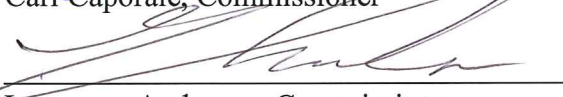
MINUTES ACCEPTED **WITH AMENDMENT**



Jeffrey McNamara, Chairman 9-29-15
Date



Carl Caporale, Commissioner 9-29-15
Date



Lawrence Anderson, Commissioner 9-29-15
Date