

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

**DATE:** October 30, 2012

**PLACE:** Allentown Wastewater  
Treatment Facility  
35 Canal Street

**TIME:** 4:30 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.

In attendance were: Jeffrey McNamara Chairman; Lawrence Anderson Commissioner; Carl Caporale Commissioner; Michael Trainque and John Jackman from Hoyle, Tanner & Associates; Peter Boettcher; Joe Alexander; Deborah Moreshead; Andrea Martel Administrative Assistant; and Dana Clement Superintendent.

**Chairman McNamara called the meeting to order at 4:30 PM.**

**ORDER OF BUSINESS:**

- 1. Review correspondence, disbursements and purchase orders.**
  - Commissioners signed all disbursements and purchase orders.
- 2. Abatement request for 37 Cross Street.**
  - Reviewed abatement request and documentation. Carl made a motion to approve the abatement for 37 Cross Street in the amount of \$368.90. Larry seconded the motion. Motion passed unanimously and approval letter signed.
- 3. Minutes for October 16, 2012.**
  - Reviewed minutes for October 16, 2012. Larry made a motion to approve minutes as written for October 16, 2012. Carl seconded the motion. Motion passed unanimously and minutes signed.
- 4. Transfer request for Ferry Street Paving project.**
  - Larry made a motion to approve transfer in the amount of \$89,483.25 from Septic Surplus Capital Reserve Fund to pay Suburban Paving, Inc. Carl seconded the motion. Motion passed unanimously and letter to the Trustees of Trust Funds was signed.

**5. Open RFQ documents.**

- Michael Trainque opened two boxes containing RFQ documents from Siemens Industry and Honeywell. Documents to be reviewed by Michael Trainque and Dana Clement. Interviews to be scheduled for selection.

**6. Deborah Moreshead to discuss Campbell Street project.**

- Deborah stated: sand piles were left on her property; easement still has not been completed and filed with Merrimack County Registry of Deeds; building inspector had inspected new plumbing and stated there was no cleanouts at the 90 degree bends; and the plastic under the house was not adequate and needed to be taped.
- John Jackman replied: DBU Construction informed that the loom would be there over and over however they had no followed thru; draft easement was given to Deborah for review; record drawings need to be completed; DBU will be contacted regarding plastic under house; waiting for report from building inspector; and mailbox of the neighbor will be addressed.

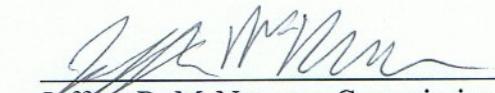
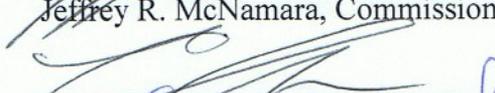
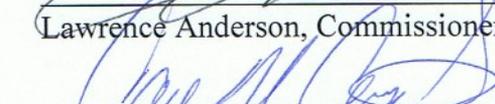
**7. Review any old or new business with Administrative Assistant & Superintendent, including updates on current facility projects.**

- Met with Joe Alexander regarding property located at 47-51 Ferry Street. Joe stated he is interesting in purchasing property however, the copy of the letter regarding the approval for sewer connection states a one year limitation which was dated 2007. Joe asked Commission if an extension can be approved. Carl made a motion to extend the one year limitation for the sewer connection approval to have no expiration. Larry seconded the motion. Motion passed unanimously. Andrea will send a letter to Joe regarding approval.
- Peter Boettcher update on projects: four new cans for septage receiving station have been delivered; alterations need to be done; drainage piping has been completed; PRB Construction is scheduled to finish drain pumps; parking and receiving station lines have been painted; trees have been planted; need to put more barriers out for the PSNH easement area; costs for a building around new septage receiving area should be in by late November; looking to do outside and roof metal and have a wood frame for building; need to set up the 6 inch discharge lines; new scale gates have been delivered; Dana will be completing the programming for the new gates; and a bypass switch will be installed for operators and office staff to open gates if necessary.
- Michael Trainque update on projects: Commissioners signed task order 2012-04 for Ferry Street reconstruction and paving. Michael and Jeff McNamara signed change order #1 from Suburban Paving for the Ferry Street project.
- Dana reviewed warrant article with Commissioners. Commissioners requested to have the warrant article sent to Paul Apple for the November 5, 2012 meeting. Discussed the high flow testing using water from the canal and using the siphon. Still working with Hoyle, Tanner to find a way to measure the flow added to the siphon. Informed Commissioners about the phosphorus levels found in the Merrimack River Study. Dana and staff are working on ways to treat for phosphorus and be able to meet the limits set in new permit.
- Andrea updated Commissioners that a date has been set for hearing regarding Darbouze lawsuit. Also gave Commissioners an updated total on septage received for the year.

With no further business to discuss, Commissioner Carl Caporale motioned to adjourn, second by Chairman Jeffrey McNamara motion carried by unanimous vote, meeting adjourned at 6:45 PM.

MINUTES ACCEPTED

WITH AMENDMENT

 _____ Jeffrey R. McNamara, Commissioner	<u>11-13-12</u> Date
 _____ Lawrence Anderson, Commissioner	<u>11-13-12</u> Date
 _____ Carl Caporale, Commissioner	<u>11-13-12</u> Date