

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

DATE: March 5, 2013

PLACE: Allenstown 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 from Hoyle, Tanner & Associates; Peter Boettcher; Andrea Martel Administrative Assistant; Jeffrey Backman Assistant Superintendent; and Dana Clement Superintendent.

Chairman McNamara called the meeting to order at 4:35 PM.

ORDER OF BUSINESS:

- 1. Review correspondence, disbursements and purchase orders.**
 - Commissioners signed all disbursements and purchase orders.
- 2. Laith Frink.**
 - Tabled due to Laith Frink unable to attend.
- 3. Minutes for February 19, 2013.**
 - Reviewed minutes. Carl made a motion to accept the minutes as typed. Larry seconded the motion. Motion passed unanimously and minutes signed.
- 4. February hauler billing detail & adjustment journal.**
 - Commissioners signed the February hauler billing detail and adjustment journal.
- 5. Review of Purchasing Policy.**
 - Reviewed draft purchasing policy. Discussed the following:
 - 1) Section 3.4-if majority of board is unable to be contacted for authorization the Superintendent has the authority to approve the purchase. Unanimously the Commissioners agreed.

- Larry made a motion to adopt the purchasing policy as written. Carl seconded the motion. Motion passed unanimously.

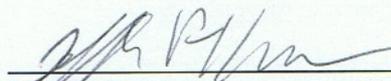
6. Review any old or new business with Administrative Assistant, Assistant Superintendent & Superintendent, including updates on current facility projects.

- Dana updated the following: Senate Bill (SB) 197, regarding Sewer budget, has a public hearing on March 6, 2013. Dana met with Interim Town Administrator Shaun Mulholland to discuss and the Board of Selectmen is in favor of this bill with having the wording "may" and not "shall". A petition warrant article would have to be done to ensure the sewer budget "shall" be a separate warrant article regarding operating and default budget appropriation. Discussed VUE Works, requested HTA to create an agreement between the Sewer Commission and Board of Selectmen regarding the purchase and costs with for each "seat" issued to the town.
- Jeff updated the following: received quotes from Pump Systems Incorporated (PSI) and AAA Pump Service regarding the installation of a chopper pump to be placed in the manhole located by the scale. The chopper pump is to be installed for reduction in flooding by scale and allowing RV's to discharge into manhole. PSI quote: \$9,950 & AAA Pump quote: \$10,489.17. Carl made a motion to accept the quote from AAA pump service to provided chopper pump, rail system, and installation. Larry seconded the motion. Motion passed unanimously and Chairman McNamara signed agreement. Discussed CWT/Siemens visit to the plant on March 1, 2013. During visit checked how the BioMag process was working and discussed adding baffles or other alternative to the clarifiers. On March 25, 2013 taking one (1) clarifier off line to make modifications, add a VFD, and make other necessary adjustments.
- Pete updated the following: PRB Construction is scheduled to be onsite on Monday March 11, 2013 to work on installing the tresses for the roof of the septage receiving building. New control schemes are in progress for the receiving station.
- Michael updated the following: created a task order 2013-01 in the amount not to exceed \$1,000 for updating the SPCC required by NH Department of Environmental Services. Carl made a motion to accept the task order 2013-01 in the amount not to exceed \$1,000. Larry seconded the motion. Motion passed unanimously and all Commissioners signed task order. Mike discussed the draft scope of services regarding the energy savings project. Looking to set up a conference with Dana to discuss the specifics and refine the scope of work.
- Larry requested Dana sign timesheets authorizing all overtime. Dana agreed and will sign off on all approved overtime.

With no further business to discuss, Commissioner Lawrence Anderson motioned to adjourn, second by Commissioner Carl Caporale motion carried by unanimous vote, meeting adjourned at 6:10 PM.

MINUTES ACCEPTED

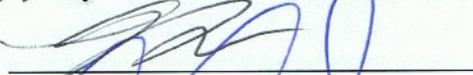
WITH AMENDMENT



 Jeffrey R. McNamara, Commissioner

3-21-13

 Date



 Lawrence Anderson, Commissioner

3-21-13

 Date



 Carl Caporale, Commissioner

_____ Date