

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

**DATE:** April 1, 2014  
**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.

Commissioners present: Lawrence Anderson Chairman; Jeffrey McNamara; and Carl Caporale (Skype)  
Commissioners absent:  
Staff present: Dana Clement Superintendent; Jeff Backman Assistant Superintendent; and Andrea Martel Administrative Assistant.  
Other public present: Peter Boettcher; Michael Trainque Hoyle & Tanner; and Harold Thompson

**Meeting was called to order at 4:30 PM by Chairman Anderson.**

**ORDER OF BUSINESS:**

- I. UNAPPROVED MINUTES:**
  - a. March 18, 2014:** Commission reviewed minutes as typed. Jeffrey made a motion to accept the minutes of March 18, 2014 as typed. Larry seconded the motion. Motion passed and minutes were signed.
  
- II. PROJECT UPDATES**
  - a. Project priorities list:** Dana updated that he had a meeting with staff to discuss and prioritize the plant projects that need to be completed. It was determined the project priority list to be as follows: mixing (using jet nozzles), aeration, odor control and sludge drying.
  - b. Michael Trainque:** Discussed proposals received to date on mixing are based on current plant operations; currently waiting on model regarding the Merrimack River Study from NH Department of Environmental Services; discussed testing requirements to apply for new permit; discussed current rain event and the plant saw a peak flow of 3.3 million gallons however, the average for the day was 2.2

million gallons and staff found minor operational issues. Paula at HTA will be ready soon to start the loadings testing.

- c. **Pete Boettcher:** Updated that he has met with vendors regarding mixing systems; testing the air requirements; not as much air is needed without mixing as originally thought. Flow meter at River Road pump station has been installed, wiring to be completed vendor will come in and complete start up and training. Reviewed change order #1 for walkways and stairs contract. Jeffrey made a motion to accept the change order. Carl seconded the motion. Motion passed unanimously and change order was signed.

### III. NEW BUSINESS

- a. **Election of officers:** Jeffrey made a motion to elect Carl as Chair. Larry seconded the motion. Motion passed.
- b. **NH Association of Septage Haulers:** Discussed and reviewed application to join as an associate member to Association. Commissioners approved joining and to send two (2) staff members to meeting/dinner.

### IV. OLD BUSINESS

- a. **Discuss repair/replace of loader:** Dana updated that he went to view a LuiGong loader in Merrimack and was not impressed with equipment. Reviewed updated chart (see attached). Current loader needs approximately \$17,000 worth of work. Carl suggested to go back to Beauregard and request the warranty to be extended to five (5) years, receive \$28,500 in trade, and get pricing for both five (5) and ten (10) year leasing. Andrea will request information and update at next meeting.
- b. **Update on Rodger Road sewer line:** Gate was installed at the end of the road per the School Boards request, Allenstown Health Officer will be sending out letters to homeowners to correct issue.
- c. **Update on Septage container:** Discussed ordering of a 5<sup>th</sup> septage disposal container. Lease payment would be \$1,150 per month starting on June 1<sup>st</sup> for the remainder of the contract. Dana suggested going thru this year with the existing containers and seeing if the need is there for an additional container. No decision made on container.
- d. **Discuss hiring of personnel:** Discussed hiring a previous inmate as a full time staff member. Dana and staff discussed and determined the need for another full time person is not needed at this time. Discussed re-hiring of custodial staff. Commissioners requested to create a duties list for the custodial person and send out to Commission to review for next meeting.

e. **Energy demand response program:** No discussion.

V. **CORRESPONDENCE & OTHER BUSINESS**

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

b. **Review of any business with Administrative Assistant, Assistant Superintendent and Superintendent:**

i. **Jeff updates:** Cleaned tank 8, replaced all diffusers and put tank back on line. All three (3) screw presses are currently down for maintenance.

ii. **Andrea updates:** Updated VUE Works flow chart is being created and training for all Town Supervisors is in progress. Requested an extension for sending out late notices to Haulers due to current delay in sending and receiving of mail. Commissioners agreed to extend late notices until the 18<sup>th</sup> instead of the 15<sup>th</sup>.

iii. **Dana updates:** No additional updates.

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

**MINUTES ACCEPTED**

**WITH AMENDMENT**

\_\_\_\_\_  
Carl Caporale, Chairman

Date

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

4-15-14  
Date

  
\_\_\_\_\_  
Lawrence Anderson, Commissioner

4-15-14  
Date