

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

DATE: April 30, 2013

PLACE: Allenstown Wastewater
Treatment Facility
35 Canal Street

TIME: 4:00 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: Lawrence Anderson Chairman; Jeffrey McNamara Commissioner; Carl Caporale Commissioner; Peter Boettcher; Michael Trainque from Hoyle, Tanner & Associates; Harold Thompson; Andrea Martel Administrative Assistant; Jeffrey Backman Assistant Superintendent; and Dana Clement Superintendent.

Meeting was called to order at 4:31 PM.

ORDER OF BUSINESS:

- 1. Review correspondence, disbursements and purchase orders.**
 - Commissioners signed all disbursements and purchase orders.
- 2. Peter Boettcher-update on projects.**
 - Septage receiving station ceiling has been started; overhead doors have been installed; and hangers have been installed on receiving station pipe.
 - This week flow meters will be calibrated; complete building permit for the new declor building; dig safe will be called in; and testing of the siphon will also be done this week.
 - The manhole located on the Pembroke side of the siphon needs to be raised. Carl made a motion to raise the frame and cover to meet the ground level. Jeffrey seconded the motion. Motion passed.
- 3. Michael Trainque-HTA updates.**
 - Reviewed energy upgrade scope of work. The scope has been sent to Siemens for review. Waiting to hear back from Siemens on what can be included in the overall project. No decisions made.
- 4. Minutes for April 16, 2013.**
 - Carl made a motion to accept the minutes for April 16, 2013 as written. Jeffrey seconded the motion. Motion passed and minutes were signed.

5. Discuss Internship candidates/GIS Project/VUEWorks.

- Reviewed quote received from Cartographics to GPS and map out the water, sewer and drainage for Allenstown. Quote total: \$13,700 which would be split between Town of Allenstown and Sewer Department.
- Carl made a motion to hire both interns at \$14.00 per hour for 12 weeks. Jeffrey seconded the motion. Motion passed. Andrea will notify the two interns.

*Jeffrey made a motion to recess at 6:10 PM. Carl seconded the motion. Motion passed.
Resumed business at 6:20 PM.*

6. Non-Public Session in accordance with RSA 91-A:3 II a..

- Jeffrey made a motion to go into non-public session in accordance with RSA 91-A:3 II a at 6:20 PM. Carl seconded the motion. Motion passed.
- Carl made a motion to come out of non-public session at 7:07 PM. Larry seconded the motion. Motion passed.
- Larry made a motion to hire an investigator from MRI and place David Herron on administrative leave effective immediately until further action after completion of investigation. Carl seconded the motion. Motion passed unanimously.

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

- Commissioners reviewed letter to homeowners on Court Street regarding inspection of their service lateral. Letter was approved and Andrea will send out to all homeowners.
- Dana update: removed most of the language from section 10 of the Sewer Use Ordinance with the exception of referencing the new hauler account policy and the hauled waste rules and regulations; still need to complete the section for private sewer system to incorporate CMOM (Capacity, Management, Operations and Maintenance) regulations; met with John Bates from 603 Technology to assist with setting up a domain; discussed the need to purchase additional computers to meet the need of having a dual domain (in case one should go offline); Carl made a motion to authorize the purchase of new computers up to \$2500. Jeffrey seconded the motion. Motion passed. Programming for the septage receiving station is being worked on by Jeff Backman and Dana is working on programming for the scale; in the progress of collecting data from the clarifier using baffles; discussed the 8" valves for the receiving station not having enough power and requested purchasing one (1) valve that is bigger to handle the flow; Commissioners approved purchase; update on Legislative Bill 197-passed by Senate with an amendment for water.
- Jeff B. update: the floor in the lab needs to be either grinded or use acid; received quote from Sherwin Williams to coat floor but the price was too high; will finish floor with same paint as the other floors.

With no further business to discuss, Commissioner Carl Caporale motioned to adjourn, second by Commissioner Jeffrey McNamara motion carried by unanimous vote, meeting adjourned at 7:08 PM.

 MINUTES ACCEPTED

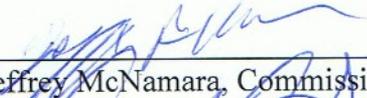
 WITH AMENDMENT



Lawrence Anderson, Chairman

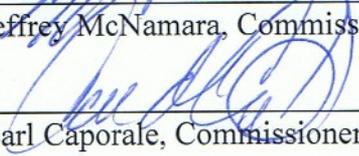
5-14-13

Date



Jeffrey McNamara, Commissioner

Date



Carl Caporale, Commissioner

5-14-13

Date