

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

DATE: June 10, 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: Carl Caporale Chairman; Jeffrey McNamara; and Lawrence Anderson

Commissioners absent:

Staff present: Dana Clement Superintendent; and Andrea Martel Administrative Assistant

Other public present: Attorney Bill Drescher; Peter Boettcher; Michael Trainque Hoyle & Tanner; and Harold Thompson

Meeting was called to order at 4:33 PM by Chairman Caporale,

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. May 27, 2014:** Commission reviewed minutes as typed. Larry made a motion to accept the minutes of May 27, 2014 as typed. Jeffrey seconded the motion. Motion passed and minutes were signed.

II. PROJECT UPDATES

- a. Michael Trainque:** Reviewed drawing for the proposed Zona development on School Street. Discussed concerns with paving over 12" sewer main, easement will need to be amended, repairs to line will need to be completed prior to construction. Commissioners requested Mike to provide a memo covering all issues that need to be addressed prior to approval.
- b. Pete Boettcher:** Reviewed quotes for additional stairs needed at facility.
- Ace Welding Co. Inc: \$3,498.00
 - BioRenewable Fuels, Corp: \$3,972.00

→ Larry made a motion to accept the quote from Ace Welding in the amount of \$3,498.00 for the additional stairs needed for safety. Jeff seconded the motion. Motion passed unanimously.

Reviewed quotes for (2) muffin monster grinder repairs:

→ AAA Pump Service: \$2,640.00

→ BioRenewable Fuels, Corp: \$5,025.00

→ Carl made a motion to accept the quote from AAA Pump Service in the amount of \$2,640.00 for muffin monster grinder repairs. Larry seconded the motion. Motion passed unanimously.

Reviewed quotes for removal of fire hydrants and piping on plant grounds:

→ Jeffer's Excavation: \$17,428.00

→ Felix Septic Service: \$11,450.00

→ Jeff made a motion to accept the quote from Felix Septic Service in the amount of \$11,450.00 for removal of fire hydrants and install water lines. Larry seconded the motion. Motion passed unanimously.

Updated Commission: the chlorine/dechlor system is online and working well. Will be conduction hydro testing on June 11, 2014.

III. NEW BUSINESS

- a. **2012 Surplus deposit:** Jeff made a motion to approve the 2012 Surplus balance in the amount of \$10,172.67. Carl seconded the motion. Motion passed unanimously and letter to the Trustees of Trust Fund was signed.
- b. **Update on 2013 & 2014 budget:** Andrea updated currently the 2013 budget has approximately \$120,000.00 remaining to spend and looking at a possible \$250,000.00 surplus.
- c. **Standard Power Agreement:** Commission reviewed Advisory Agreement with Standard Power of America, Inc. Dana explained this agreement is to allow one person be designated as the ASC energy consultant and get the best rates. Larry made a motion to proceed with Standard Power. Carl seconded the motion. Motion passed unanimously. Dana signed agreement to proceed.

IV. OLD BUSINESS

- a. **No old business to discuss:**

V. CORRESPONDENCE & OTHER BUSINESS

- a. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed.
- b. **Signing of May sewer adjustment journal & hauler billing:** Commissioners signed documents as needed.

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

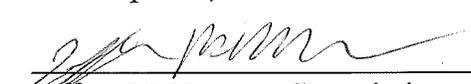
- i. Jeff updates:** No updates.
- ii. Andrea updates:** Holiday Acres has requested to be billed on a monthly basis instead of quarterly. Commissioner agreed not to proceed with monthly billing until response has been received from Auditors. Discussed clean out to be installed at 18 River Road. Received quote from Jeffer's Excavation. Commission requested to receive at least 2 more quotes. Reviewed letter received from 4 Court Street in regards to letter sent from ASC regarding hydroseeding side of road. Commissioners requested to send a response letter back to resident addressing concerns discussed in letter.
- iii. Dana updates:** No updates.

Larry made a motion to recess at 5:45 PM to meet with legal counsel. Jeff seconded the motion. Motion passed.

Larry made a motion to come out of recess at 6:58 PM with legal counsel. Jeff seconded the motion. Motion passed.

Larry made a motion to have legal counsel draft a letter to the Board of Selectmen stating the position of the Sewer Commission in regards to the private sewer on Rodger Road at this time. Jeff seconded the motion. Chairman called for a roll call vote: Larry, yes; Jeff, yes; Carl, yes. Unanimous vote to approve.

With no further business to discuss, Commissioner Anderson motioned to adjourn, second by Commissioner McNamara. The motion carried by unanimous vote; the meeting was adjourned at 7:05 PM.

<u> </u> MINUTES ACCEPTED	<u> </u> WITH AMENDMENT
 _____ Carl Caporale, Chairman	_____ Date
 _____ Jeffrey McNamara, Commissioner	7-8-14 _____ Date
 _____ Lawrence Anderson, Commissioner	7-8-14 _____ Date