

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

DATE: January 31, 2012
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: James Rodger Chairman; Jeffrey McNamara Commission; Charles Martel Commissioner; John Jackman Hoyle, Tanner & Associates; Michael Trainque Hoyle, Tanner & Associates; Dana Clement Superintendent; and Andrea Martel Administrative Assistant.

ORDER OF BUSINESS:

Meeting came to order at 4:00 PM.

- 1. Review correspondence, disbursements, and purchase orders.**
 - Signed all checks and purchase orders.
- 2. Ferry Street-paving project bid specs.**
 - Reviewed and discussed cost estimate: \$160,889.24
 - Cost estimate did not include guard rails to be added on Canal Street corner
 - John Jackman made adjustment to cost estimate to reflect guard rails, new cost estimate total is \$168,267.34
 - Discussed schedule: advertise in newspapers by February 10, 2012, receive bids until March 5, 2012 at 4 PM, open bids at next commissioners monthly meeting March 6, 2012 and award contract by March 13, 2012.
 - Construction start date is estimated to be beginning of July.
- 3. Campbell Street sewer line relocation bid specs.**
 - Reviewed and discussed cost estimate: \$145,925.00
 - Reviewed easement for 1 Campbell Street, John Jackman will discuss easement with property owner and have document signed.
 - Discussed schedule: advertise in newspapers by February 10, 2012, receive bids until March 5, 2012 at 4 PM, open bids at next commissioners monthly meeting March 6, 2012 and award contract by March 13, 2012.

- Construction start date is estimated to be in April

4. Meeting minutes for January 10, 2012.

- Reviewed minutes as written. Jeffrey made a motion to approve minutes as written for January 10, 2012. Charles seconded the motion. Motion passed unanimously.

5. Meet with Mike Trainque, from Hoyle, Tanner and Associates.

- Discussed adding cost of the study required by NH Department of Environmental Services (DES) for six-month and twelve-month review to the current contract.
- Hoyle, Tanner & Associates (HTA) will prepare two Innovative/Alternative Technology Assessment Reports for the upgrade as required by DES.
- Charles made a motion to amend the current contract to reflect the cost of the reports. Jeffrey seconded the motion. Motion passed unanimously.

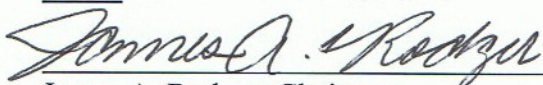
6. Review any old or new business with Administrative Assistant & Superintendent, including updates on all current facility projects.

- Reviewed abatement to the tax collector. Jeffrey made a motion to approve abatement to the tax collector in the amount of \$102.60. Charles seconded the motion. Motion passed unanimously.
- Discussed deliberative session to be held February 4, 2012. If requested Dana will provided a summary of the budget for 2012 and Andrea will have information regarding any financials available.

Since there was no further business to discuss Commissioner Martel motioned to adjourn, second by Commissioner McNamara, motion carried by unanimous vote, meeting adjourned at 5:30 PM.

✓ **MINUTES ACCEPTED**

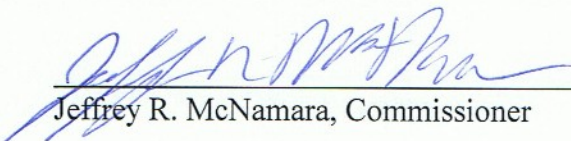
WITH AMENDMENT



James A. Rodger, Chairman

2/14/12

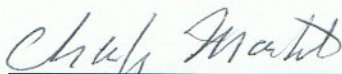
Date



Jeffrey R. McNamara, Commissioner

2-14-12

Date



Charles Martel, Commissioner

2-15-12

Date