

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

DATE: February 14, 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; Michael Trainque Hoyle, Tanner & Associates; Jean-Max Darbouze; Ryan Wood; Dana Clement Superintendent; and Andrea Martel Administrative Assistant.

ORDER OF BUSINESS:

Meeting came to order at 4:00 PM.

1. Jean-Max Darbouze to discuss sewer bill.

- Discussed his balance due, water consumption and fees.
- Chairman Rodger suggested Mr. Darbouze arrange a payment plan with the office.
- Mr. Darbouze filed a second application for abatement.
- *Jeffrey made a motion to recess for 15 minutes at 5:15 PM. James seconded the motion. Motion passed.*

(Meeting resumed at 5:30 PM)

2. Meeting Minutes for January 31, 2012.

- Reviewed the minutes as written. Jeffrey made a motion to accept the minutes as written. James seconded the motion. Motion passed.

3. Review correspondence, disbursements and purchase orders.

- Reviewed and signed all necessary checks and purchase orders.

4. January adjustment journal and hauler billing.

- Reviewed both the adjustment journal and hauler billing detail for January 2012. Both documents were signed.

5. Transfer of 2011 surplus.

- Discussed 2011 surplus of approximately \$325,000.00. Admin Asst. recommends transferring \$250,000.00 to reserve account until all payables and receivables have been completed.
- Jeffrey made a motion to approve a transfer in the amount of \$250,000.00 to the Septic Surplus Capital Reserve Account. James seconded the motion. Motion passed.

6. Open new reserve account and deposit funds.

- Sewer Accessibility Fee is \$4,126.42. \$1,533.80 is for treatment facility reserves. This will be deposited into the AWTF Construction and Improvement Fund for future upgrades/improvements to the facility. The balance of \$2,592.62 is for Allenstown sewer collection system.
- Discussed different options for disposition of Allenstown funds received from sewer accessibility fees.
 - Option 1-Deposit 50/50 into the Allenstown Capital Reserve Funds.
 - Option 2-Deposit 80/20 into the Allenstown Capital Reserve Funds.
 - Option 3-Deposit 70/30 into the Allenstown Capital Reserve Funds.
- Jeffrey McNamara made a motion to accept option 2 as proposed. James seconded the motion. Motion passed.

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

- Discussed hiring of a new operator to fill current vacancy. Commissioners requested Dana to put together a skill set and wage range for the new operator before moving forward with recruiting.
- Discussed the office assistant position. The Admin. Asst. recommended the position no longer needs to be full-time. Jeffrey made a motion to approve changing the position from full-time to part-time effective March 1, 2012 with the discontinuation of all benefits. James seconded the motion. Motion passed.
- Discussed purchasing a one-ton dump truck with plow and sander. Commissioners would like for Dana to get started on the process of purchasing the truck and trading in the 1996 Chevy pick up.
- Discussed hiring Peter Boettcher as consultant to work with the Superintendent on design/build of the receiving station project. Commissioners agreed for Mr. Boettcher to start the process.
- Discussed the current status of the headwork's fine screen, which has failed. Commissioners would like Dana to start the preliminary work on upgrading the headworks, including alternative options and pricing.
- Discussed Ferry Street paving project. Commissioners agreed to send the bid invitation to the newspapers for advertising.
- Michael Trainque updated the commissioners on the current status of the BioMag project. Currently finishing the final completion paperwork, which will be submitted to Department of Environmental Services (DES) on Friday February 17, 2012. The final disbursement was signed by Selectmen on February 6, 2012 and will be submitted to DES on February 15, 2012.
- Mr. Trainque informed the Commission that he has been discussing the boat ramp project with Paul Apple (Town Administrator). Mr. Apple is looking to get a price

on either an easement or outright purchase of the property located south of the boat ramp.

With no further business to discuss, Commissioner Martel motioned to adjourn, second by Commissioner McNamara, motion carried by unanimous vote, meeting adjourned at 6:30 PM.

✓ MINUTES ACCEPTED

 WITH AMENDMENT

James A. Rodger

James A. Rodger, Chairman

3/6/12

Date

Jeffrey R. McNamara

Jeffrey R. McNamara, Commissioner

3-6-12

Date

Charles Martel

Charles Martel, Commissioner

3-6-12

Date