

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

DATE: March 6, 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 Commission; Michael Trainque Hoyle, Tanner & Associates; John Jackman Hoyle, Tanner & Associates; Dana Clement Superintendent; and Andrea Martel Administrative Assistant.

ORDER OF BUSINESS:

Meeting came to order at 4:00 PM.

- 1. Open Bid documents for Ferry Street paving and guardrail project.**
 - John Jackman opened all bids received.
 - Results are as follows:
 - Suburban Paving Company \$77,062.00
 - Advanced Excavation & Paving \$83,080.00
 - Bii Fence & Guardrail \$2,200.00 (bid only on guardrail)
 - Charles made a motion to award the contract to Suburban Paving Company in the amount of \$77,062.00. Jeffrey seconded the motion. Motion passed unanimously.
- 2. Review correspondence, disbursements and purchase orders.**
 - Reviewed and signed all necessary checks and purchase orders.
- 3. Meeting minutes for February 14, 2012,**
 - Reviewed the minutes as written. Jeffrey made a motion to approve the minutes as typed. Charles seconded the motion. Motion passed unanimously.

4. February adjustment journal and hauler billing.

- Reviewed and signed documents.
- Discussed septage hauler Bluewater HLD Corp. outstanding balance. Current amount due is \$5,848.28. Attorney has informed Andrea that he has made every attempt to collect funds however, company is out of business and all assets have been sold. Jeffrey made a motion to approve writing off the amount owed by Bluewater HLD, Corp. as a bad debt. Charles seconded the motion. Motion passed unanimously.
- Discussed septage hauler Grant County Excavation outstanding balance. Current outstanding balance \$4,007.09. Andrea has requested account be turned over to attorney for collection. Charles made a motion to turn over account to attorney for collection. Jeffrey seconded the motion. Motion passed unanimously.

5. Abatement request for 17-19 Townhouse Road.

- Mr. Darbouze requested to have all legal fees abated.
- Discussed how legal fees are accrued and how each person whom has an outstanding balance that is turned over to the attorney are responsible for their own legal fees.
- Jeffrey made a motion to approve abatement request in the amount of \$1,426.90. Charles seconded the motion. Motion failed unanimously.

6. Court Street Sewer Line.


- Reviewed quote from Felix Septic Service/Eastern Pipe Service in the amount of \$32,000.00 to replace 350 feet of sewer line.
- Reviewed quote to flush and camera line from Felix Septic Service/Eastern Pipe Service in the amount of \$880.00
- Discussed looking into flow metering before any work is done to get an estimate of how much inflow/infiltration is coming from the line.
- Jeffrey made a motion to table discussion. Charles seconded the motion. Motion passed unanimously.

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

- Reviewed abatements to tax collector for sewer payments made at the sewer department. Commissioners signed abatements.
- Reviewed and signed Intermunicipal Agreement with the Town of Chester.
- Michael Trainque discussed the following:
 - Update on documents being signed by Board of Selectmen on February 26, 2012.
 - Discussed balancing change order, which will be completed in the next few weeks.
 - Sending a draft amendment of the innovated reports required by NH Department of Environmental Services (DES).
- John Jackman
 - Campbell Street sewer line project is at DES for review. Once report is received from DES any comments will be addressed and corrected. When all changes have been made document will be sent to Ms. Morsehead for signature and submitted to Merrimack Country Registry of Deeds for recording. Project then can go out to bid.

- Dana reviewed duties of an operator as requested by Commission. No decision made, still in the review process.
- Andrea reviewed quotes regarding the purchase of a 1-ton truck. Charles suggested looking into the retired army vehicles in Lebanon, ME. No decision made, still in the review process.

With 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**

 Jeffrey R. McNamara, Commissioner Date 4-10-11

 Lawrence Anderson, Commissioner Date

 , Commissioner Date