

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

**DATE:** May 14, 2013

**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.

In attendance were: Lawrence Anderson Chairman; Jeffrey McNamara Commissioner; Carl Caporale Commissioner; Peter Boettcher; Andrea Martel Administrative Assistant; Jeffrey Backman Assistant Superintendent; and Dana Clement Superintendent.

**Meeting was called to order at 4:34 PM.**

**ORDER OF BUSINESS:**

- 1. Review correspondence, disbursements and purchase orders.**
  - Commissioners signed all disbursements and purchase orders.
- 2. Peter Boettcher-update on projects.**
  - Currently in the process of purchasing fiber optic wire with gateways and ends for septage building and new declor building. Siding of the septage building almost complete. Cutting of pavement will begin next week along with ground work and cores for declor building.
  - Discussed generator issues such as failure of two batteries and starter. Maintenance personnel made adjustments to have the generator run on two batteries and replaced the starter. Commissioners requested to receive an update at the next meeting.
- 3. Minutes for April 30, 2013.**
  - Commissioners reviewed minutes for April 30 as typed. Carl made a motion to accept the minutes as typed. Jeffrey seconded the motion. Motion passed and minutes were signed.
- 4. Abatement request for 7 Main Street.**
  - Reviewed abatement application for the property located at 7 Main Street. Owner, Jeffrey McNamara, showed the piece of pipe that was broken and caused the leak. Andrea stated she had spoken with Pembroke Water Works and had confirmed there was a water leak.



- Carl made a motion to approve the sewer abatement in the amount of \$1,182.46 for the 1<sup>st</sup> quarter 2013 sewer bill. Larry seconded the motion. Jeffrey abstained. Motion passed and approval letter was signed.

**5. Review quotes for test borings on Court Street.**

- Reviewed quotes for test borings. NH Boring-\$850.00; Miller Engineering-\$1,270.00; Streamline Maintenance Group-\$2,500.00. Both NH Boring and Streamline quoted 3 test borings and Miller quoted six to eight boring's.
- Carl made a motion to accept the quote from Miller Engineering for an estimated price of \$1,270.00. Jeffrey seconded the motion. Motion passed unanimously. Commissioners agreed having six to eight borings would give a better understanding of the material under the road.

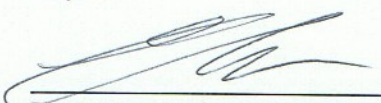
**6. Review any old or new business with Administrative Assistant, Assistant Superintendent & Superintendent, including updates on current facility projects.**

- Andrea updates: reviewed hauler invoices that are not paid. Carl suggested removing the haulers that are with the attorney for collection. Discussed sewer user complaints regarding new vendor for processing credit card payments. Reviewed what was paid during the first quarter to the previous merchant in which totaled over \$350 paid by the Sewer Commission and only receiving approximately \$35 from sewer users. Commissioners stated to hang a notice in the window of the office to inform customers about the convenience fee and be sure it is noted on the website. Discussed a sewer user who has a court agreement for payment and the convenience fee is not approved by the court or the sewer user. Commissioners requested to have a letter sent and receive a signed document from the sewer user authorizing the continued credit card payment with fee.
- Jeff updates: reviewed letter to the haulers regarding a procedure for discharging at the Allentown Facility.
- Dana updates: Discussed purchasing either four (4) new computer monitors or televisions for the receiving station. This will allow for each station to have the trucks DES tag # to be displayed to inform the driver which station to go to. Carl made a motion to purchase four (4) new monitors or televisions for the septage receiving station up to \$8,500. Jeffrey seconded the motion. Larry made a motion to amend the amount from \$8,500 up to \$10,000 to include four (4) new computers. Carl seconded the amended motion. Motion passed, Carl voted no. Discussed the pump failure for the polymer system. Informed Commissioners that one pump was ordered to have on hand in case of future failure. No updates on the investigation, still waiting on report from the investigator.

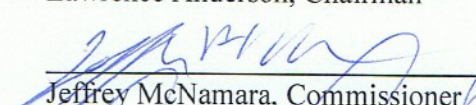
With no further business to discuss, Commissioner Carl Caporale motioned to adjourn, second by Commissioner Jeffrey McNamara motion carried by unanimous vote, meeting adjourned at 6:23 PM.

☒ **MINUTES ACCEPTED**

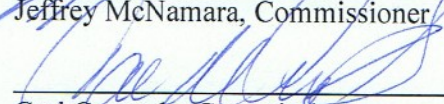
☐ **WITH AMENDMENT**

  
Lawrence Anderson, Chairman

5-28-13  
Date

  
Jeffrey McNamara, Commissioner

5-28-13  
Date

  
Carl Caporale, Commissioner

5-28-13  
Date