

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

**DATE:** May 28, 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; Michael Trainque Hoyle, Tanner & Associates; Andrea Martel Administrative Assistant; Jeff 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.**
  - Dana has picked up all five (5) televisions for the septage receiving station message boards. Jeff Backman is working on the programming. Russell Smock is building the boxes for the message boards and the computers that will send the information to the message boards.
- 3. Minutes for May 14, 2013.**
  - Commissioners reviewed minutes for May 14<sup>th</sup> as typed. Jeffrey made a motion to accept the minutes as typed. Larry seconded the motion. Motion passed and minutes were signed.
- 4. Minutes for May 23, 2013.**
  - Commissioners reviewed minutes for May 23<sup>rd</sup> as typed. Carl made a motion to accept the minutes as typed. Jeffrey seconded the motion. Motion passed and minutes were signed.
- 5. Court Street sewer main replacement update.**
  - Andrea updated that the lateral inspections have been completed. Borings have been scheduled for June 3, 2013. Reviewed videos of two (2) inspections.

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

- Michael updates: John is working with UNH on securing the use of the GPS equipment for the interns to use. John is working on the plant model however, has an issue with the processes and will be working with Dana on correcting. VUE works is ready and should be able to access next week.
- Dana updates: Discussed possible phosphorus limits that EPA will be including in permit. Currently doing testing on what percentage can be removed with the current processes. Also will be completing high flow testing on May 29, 2013.
- Andrea updates: Reviewed letter to the Trustees of Trust Funds for a transfer of funds in the amount of \$8,050.00 to pay for additional work completed on the septage receiving station building. Funds will be transferred from the Septage Surplus account. *Carl made a motion to transfer funds in the amount of \$8,050.00 from the Septage Surplus Fund to the Sewer Fund to pay for the additional work to the septage building. Jeffrey seconded the motion. Motion passed unanimously and letter was signed.* Discussed attending the Certified Public Manager course. Commissioners denied attendance to course however, approved for Andrea to take the class and exam for the Collection System Grade IV.
- Other topics: Discussed working with Shaun Mulholland, Town Administrator, on employee training session from Local Government Center (LGC) on different topics such as harassment. Andrea will coordinate with Shaun. Carl requested Andrea send a list of “2013 accomplishments” to Mike Frascinella and cc the Commissioners.

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 6:22 PM.

\_\_\_\_\_ **MINUTES ACCEPTED**

\_\_\_\_\_ **WITH AMENDMENT**

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Lawrence Anderson, Chairman

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Date

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Jeffrey McNamara, Commissioner

\_\_\_\_\_  
Date

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Carl Caporale, Commissioner

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Date