

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

DATE: September 4, 2012

PLACE: Allenstown Wastewater
Treatment Facility
35 Canal Street

TIME: 6:00 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: Jeffrey McNamara Chairman; Lawrence Anderson Commissioner; Carl Caporale Commissioner; Michael Trainque Hoyle, Tanner & Associates; Harold Thompson Pembroke Sewer Commissioner; Dana Clement Superintendent; and Andrea Martel Administrative Assistant.

Chairman McNamara called the meeting to order at 6:00 PM.

ORDER OF BUSINESS:

- 1. Review correspondence, disbursements and purchase orders.**
 - Commissioners signed all disbursements and purchase orders.
- 2. Minutes for August 21, 2012.**
 - Minutes were reviewed and discussed. Larry suggested adding the following statement: *including purchasing pipe and fittings to tie drainage of sewer line bed into storm drain* under old or new business first bullet. Larry made a motion to accept the minutes for August 21, 2012 with amendment. Carl seconded the motion. Motion passed unanimously.
- 3. August hauler billing detail and sewer user adjustment journal.**
 - Carl made a motion to table review of reports until available. Larry seconded the motion. Motion passed unanimously.

4. Michael Trainque from Hoyle, Tanner & Associates.

- Michael updated the Commissioners as follows: Campbell Street sewer main replacement has been completed. DBU Construction has submitted an invoice for the work that has been completed. John Jackman is reviewing the invoice currently. The house connection for 1 Campbell Street has also been completed and owner has requested to have the town building inspector inspect the connection. No funds will be disbursed to contractor until the landscape has been completed and approval from John.
- Ferry Street paving project: Jeffers Excavation will be starting the road preparation on September 6, 2012. Drainage located at the corner of Ferry Street and Canal Street needs to be addressed with Road Agent. A change has occurred from the original specifications. Instead of incorporating ¾" stone into the existing gravel, the Engineer, Road Agent Ron Pelissier, and Suburban Paving has agreed to add 4" of crushed gravel on top of the existing road and pave with 2 ½ base coat with 1 ½ top coat. Michael gave a draft copy of the Task Order for review regarding Ferry Street paving project.
- John Jackman will be starting the computer model of the plant. The updated Sewer Use Ordinance (being completed by Dana, Andrea, John Jackman, and Paula Boyle) is almost completed and will be available for review by Commissioners soon.

5. Review Sewer User Fee Survey.

- Reviewed the data and chart completed by Alyson King regarding current and projected sewer rates for several communities throughout New Hampshire. Commissioners requested information be emailed to them and once all data has been finalized have published on Website.

Larry made a motion to recess for 10 minutes at 6:50 PM. Carl seconded the motion. Meeting recessed.

Meeting resumed at 7:00 PM.

6. 2013 Budget workshop.

- Reviewed sections: Utilities, administration and professional fees. Made changes as necessary.

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

- Tabled discussion on Concentra Health Evaluation.
- Reviewed email regarding SRF Loan Interest Rate for current Bond.
- Discussed Dan's Septic. Attorney had a court hearing regarding the unpaid balance for Dan's Septic on September 6, 2012. Carl made a motion to close case with Attorney and the balance outstanding incur as a bad debt. Larry seconded the motion. Motion passed unanimously. Andrea will contact attorney and updated customers account.
- Dana informed the Commissioners that Harold Thompson from the Pembroke Sewer Commission is unable to locate a manhole by Irish Pond that is connected to