

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

**DATE:** September 18, 2012

**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: Jeffrey McNamara Chairman; Lawrence Anderson Commissioner; Carl Caporale Commissioner; Michael Trainque & John Jackman from Hoyle, Tanner & Associates; Harold Thompson Pembroke Sewer Commissioner; Alyson King Office Assistant; Jeff Backman Assistant Superintendent; 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. Discuss uniform service-Alyson.**
  - Alyson reviewed quotes from Aramark, G&K Uniform and UniFirst regarding contract for employee uniforms. Carl made a motion to stay with current uniform company G&K Services. Larry seconded the motion. Motion passed unanimously.
  - Alyson reviewed health screening provided by Concentra. Larry made a motion to accept the additional health screening for any new employee. Carl seconded the motion. Motion passed unanimously.
- 3. Minutes for September 4, 2012.**
  - Larry made a motion to reopen the discussion on Dan's Septic. Carl seconded the motion. Motion passed. Larry stated a new law had passed regarding companies that are Limited Liability Compaines (LLC). Larry requested that Andrea speak



with Attorney regarding Dan's Septic being a LLC and how this new law affects the court proceedings. Table further discussion until next meeting.

- Larry made a motion to approve the minutes as written from September 4, 2012. Carl seconded the motion. Motion passed and minutes were signed.

**4. August hauler billing detail and sewer user adjustment journal.**

- Commissioners reviewed hauler billing and discussed haulers with open invoices. Suggested sending out a reminder notice to haulers that the due date is the 15<sup>th</sup> and any payment not received by that date the hauler will be shut off until payment is received.
- Commissioners signed hauler billing detail and sewer user adjustment journal.

**5. Transfer funds from Capital Reserve for Campbell Street Project.**

- Carl made a motion to transfer funds in the amount of \$75,609.35 from Sewer Construction and Improvement fund to Sewer Fund to pay DBU Construction for sewer main replacement. Larry seconded the motion. Motion passed and letter to Trustees of Trust Fund was signed.
- Discussed update on Campbell Street project. Project is almost complete, still need to finish putting in curbing and landscape. Commissioners agreed to purchase the flowers and plant at 1 Campbell Street.
- Carl made a motion to accept installing curbing the additional 52 feet as suggested by engineer. Larry seconded the motion. Motion passed unanimously.

**6. Discuss UMG Electricity Proposal.**

- Pricing from TransCanada, as previously approved, had increased. Reviewed current pricing for a two year contract is \$6.396 per kwh. Larry made a motion to approve the new pricing. Carl seconded the motion. Motion passed unanimously.

**7. Michael Trainque from Hoyle, Tanner & Associates.**

- Michael updated the board: Ferry Street paving project contract needs to be signed and approved. The updated Sewer Use Ordinance, being completed by Paula, John, Dana and Andrea is almost complete. Once a final draft has been completed it will be sent to the Commissioners, Department of Environmental Services, and Attorney for review. Once all reviews are done a public hearing will be held and Ordinance can be adopted by Commissioners. Only received one quote for completing the appraisal of land by the boat ramp. Commissioners agreed to move forward with getting the appraisal done. Model of the plant has a glitch in it due to the magnetite settling so fast. Reviewed email received from NH Department of Environmental Services regarding payment of the BioMag upgrade. Looking to set a date for payment.
- John updated board: Ferry Street paving project, Jeffers Excavation will be grading and adding gravel Thursday/Friday. Monday of the following week the catch basin will be moved on the corner of Canal Street and Ferry Street. Base will go down after. Curbing will be installed for better drainage on the North side of the road. John will be sending out a memo of all changes.



**8. 2013 Budget Workshop.**

- Discussed moving Sewer budget out of the town's operating budget and into its own warrant article. There are three options that could happen: DRA could take Sewer Commissioners to court, go to the budget committee and ask to overspend budget if the warrant article fails, or any funds received move to surplus and then transfer back to checking account as spend as commissioners see necessary to operate.
- Commissioners agreed to move forward with separating out budget from the town.

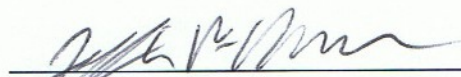
**9. Review any old or new business with Administrative Assistant & Superintendent, including updates on current facility projects.**

- Carl asked for an update on the manhole located in Pembroke that is for the siphon. Andrea is completing a search for the Deed to see if Allenstown or Pembroke has the right of way. Looking to camera the upstream manhole to locate buried manhole.


With no further business to discuss, Commissioner Lawrence Anderson motioned to adjourn, second by Commissioner Carl Caporale motion carried by unanimous vote, meeting adjourned at 8:10 PM.

 **MINUTES ACCEPTED**

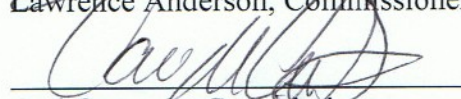
\_\_\_\_ **WITH AMENDMENT**

  
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Jeffrey R. McNamara, Commissioner

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Date

  
\_\_\_\_\_  
Lawrence Anderson, Commissioner

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Carl Caporale, Commissioner

\_\_\_\_\_  
Date