

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

DATE: October 2 , 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; John Jackman from Hoyle, Tanner & Associates; Peter Boettcher; Alyson King Office Assistant; and Jeff Backman Assistant Superintendent.

Chairman McNamara called the meeting to order at 4:30 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 the final costs for the uniforms which includes washing of all t-shirts, sweatshirts and coats. Discussed changing the current uniform from jeans to cargo pants. The overall cost increase for laundering all clothing is approximately \$1,200.00 per year. Carl made a motion to accept the change in uniform from jeans to cargo pants and the new price of \$165.91 per week for laundering of all uniform pieces. Larry seconded the motion. Motion passed unanimously.
- 3. Discuss mobile phone plans-Alyson.**
 - Alyson reviewed the current three mobile phone plans all have different plans. The Superintendent phone has shared minutes but is not actually sharing with the other phones. Dana would like to see all three mobile phones upgraded to the iPhone 5 because it is the only phone capable of using LogMeIn for remote access to the plant. The cost of the iPhone 5 is \$199.00 per phone. Larry made a motion to purchase the three iPhone 5 phones in the amount of \$199.00. Carl seconded the

motion. Motion passed unanimously. Larry made a motion to accept the updated government plan of 1200 shared minutes between the three phones for a monthly amount of \$189.57. Jeff seconded the motion. Motion passed unanimously.

4. Minutes for September 18, 2012.

- Reviewed minutes as typed. Larry made a motion to accept the minutes for September 18, 2012 as written. Carl seconded the motion. Motion passed unanimously and minutes were signed.

5. Sewer Abatement for 7 Main Street.

- Jeff McNamara abstained from discussion. Larry asked Mr. McNamara about the high water usage for 1st and 2nd quarters of 2012. Mr. McNamara replied it was a water leak in the line he has going out to the barn for the animals to drink. Larry made a motion to approve the sewer abatement for 7 Main Street in the amount of \$2,561.29. Carl seconded the motion. Motion passed.

6. Review of Accessibility/Development Fee Document-John Jackman.

- Larry made a motion to table the discussion. Carl seconded the motion. Motion passed unanimously.

7. 3rd Quarter Sewer Warrant.

- Commissioners reviewed 3rd quarter sewer warrant. Commissioners signed warrant.

8. 2013 Budget Workshop.

- Larry made a motion to table discussion on budget until Dana and Andrea are available at the next meeting to discuss. Carl seconded the motion. Motion passed.

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

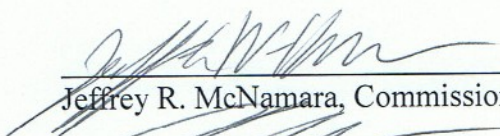
- Peter Boettcher update on septage receiving station: there was a two week delay in construction of the containers due to construction company not having a signed approval to move forward with making the containers, trees have not been ordered due to waiting to see if funds available to construct building around the new septage receiving station, barriers have been ordered, electrician will be back to install pumps once they arrive, the new liners have arrived for the new containers, employees have started to park on the new pavement, stripes will be painted for employee parking; handicapped; visitor parking; and for the new truck lanes, and new truck stops have been ordered which are constructed of hard plastic.
- Peter Boettcher update on siphon manhole: the manhole on the Allenstown side of the siphon has been opened and found that one side has been blocked possibly for several years, that side will be opened and flushed for cleaning; the second side will be blocked with a ball plug to check for any leaks. Discussed the siphon and the location is under the river and if it is found to have problems it would be more cost effective to install a new pump station to divert the flow.
- John Jackman update on Ferry Street project: the structures are scheduled to be raised this week, there has been additional costs for work which includes: three driveway aprons and curbing for drainage \$3,555.00, two new manhole structures added and raised \$1,300.00, modified the grading so crown was in middle of road and changed two manholes to catch basins \$1,875.00, received a credit for removing

guardrail out of contract, added cape cod curbing on Canal Street near catch basin \$641.00, and materials including labor for new catch basin work \$2,490.00, finally \$2,760.00 for all additional asphalt. Total additional costs are about \$17,000.00.

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 5:33 PM.

✓ MINUTES ACCEPTED

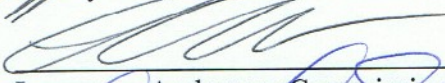
 WITH AMENDMENT



Jeffrey R. McNamara, Commissioner

10-16-12

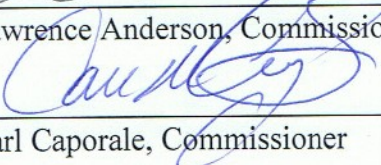
Date



Lawrence Anderson, Commissioner

10-16-12

Date



Carl Caporale, Commissioner

10-16-12

Date