

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

DATE: October 16, 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 from Hoyle, Tanner & Associates; Peter Boettcher; Andrea Martel Administrative Assistant; Jeffrey Backman Assistant Superintendent; and Dana Clement Superintendent.

Chairman McNamara called the meeting to order at 4:32 PM.

ORDER OF BUSINESS:

- 1. Review correspondence, disbursements and purchase orders.**
 - Commissioners signed all disbursements and purchase orders.
- 2. Abatement request for 47 River Road.**
 - Reviewed abatement request and documentation. Carl made a motion to approve the abatement for 47 River Road in the amount of \$79.04. Larry seconded the motion. Motion passed unanimously and approval letter signed.
- 3. Abatement request for 53 Al's Avenue.**
 - Reviewed abatement request and documentation. Carl made a motion to approve the abatement for 53 Al's Avenue in the amount of \$61.94. Larry seconded the motion. Motion passed unanimously and approval letter signed.
- 4. Discuss Sewer & Hauled Waste Collection accounts.**
 - Discussed Peterborough Septic past due. Commissioners agreed to have owner set up a payment plan to pay his past due balance. Once account has been paid in full and the permit fee has been paid the customer will be on a pay weekly basis.

- Reviewed letter received from owner, Robert Phillips, of All Clear Septic. Mr. Phillips would like to pay his account by credit card at the time of each discharge however; the facility is not able to do that at this time. Commissioners requested for Andrea to call and speak with Mr. Phillips in regards to his payments being on time and come to an agreement.
- Currently attorney has been working to collect the amount past due from Grant County Excavation. Commissioners agreed to close account with attorney.
- Commissioners requested that a formal written policy be completed to cover the payment policy of 15, 25 due dates and habitual offenders.
- Reviewed the possibility of being able to accept credit cards for the septage haulers under the sewer users program in which can accept credit card payments. Andrea will look into the possibility and report back to the Commission.
- Discussed which sewer user accounts will and will not be sent to Tax Collector December 1, 2012. Commissioners agreed that if the sewer user is with attorney or has a payment arrangement made do not send to tax collector. Also reviewed previous liens filed will start to expire soon. Andrea to check into if liens can be re-filed once expired.

5. Minutes for October 2 & 10, 2012.

- Larry made a motion to accept the minutes of October 2, 2012 as written. Carl seconded the motion. Motion passed unanimously and minutes were signed.
- Larry made a motion to accept the minutes of October 10, 2012 as written. Carl seconded the motion. Motion passed unanimously and minutes were signed.

6. Transfer Request for Collection System Repairs.

- Larry made a motion to transfer funds in the amount of \$11,153.51 from the Sewer Construction and Improvement fund to the Sewer Fund. Funds cover expenses incurred for new manhole on Ferry Street and drainage on Campbell Street. Carl seconded the motion. Motion passed and letter to the Trustees of Trust Funds was signed.

7. Transfer Request for 2011 Surplus.

- Larry made a motion to transfer funds from the Sewer Fund into the Septic Haulers Capital Reserve fund in the amount of \$62,892.03 for 2011 surplus. Carl seconded the motion. Motion passed and letter to the Trustees of Trust Funds was signed.

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

- Discussed reservation at the Puritan Backroom on December 14, 2012. Chose buffet menu items. Larry made a motion to pay the \$200.00 deposit by credit card and balance due by check. Carl seconded the motion. Motion passed unanimously. Andrea will take care of the deposit and reservation.
- Dana distributed the budget package. Commissioners reviewed package and discussed the highlights to be reviewed at the Board of Selectmen's meeting on October 22, 2012. Also discussed the 2011 auditors report which states a recommendation for the Sewer Commission to implement a written purchasing policy.

- Peter Boettcher update on projects: gates for the scale have been ordered, saved approximately \$3,000 on the gates; original pricing was \$11,000 and the final price is \$8,000; gates will be delivered in 5 to 6 weeks; receiving a ladder from Seabrook for the BioMag building; containers for the new septage receiving station will be delivered on Thursday October 18, 2012; contractors will be here Monday to core and pipe the containers; lights have been installed at the receiving station; proposed building around receiving station estimated costs \$162,000 for all steel; Dana and Pete looking into alternatives to save money; still working with Pembroke Sewer Commission on getting access to the manhole for the siphon; discussed purchasing of trees. Larry made a motion to purchase the ten (10) trees to be planted near the receiving station. Carl seconded the motion. Motion passed unanimously.
- Michael Trainque update on projects: Ferry Street paving has been completed; Campbell Street construction is completed; punch list items still need to be completed; easement and record drawings need to be completed and recorded at Merrimack County Registry of Deeds; Sewer Use Ordinance is near completion; plant computerized model will be starting soon; testing still needs to be done which will be submitted to NH Department of Environmental Services (DES) to apply for new permit, increase capacity and release moratorium; John is working DES to see if water from the Merrimack River can be used to test flow capacity; and reviewed proposal for appraisal on lot located at the end of Ferry Street. Larry made a motion to hire Chet Rogers for appraisal of Map 115 Lot 3. Carl seconded the motion. Motion passed unanimously.

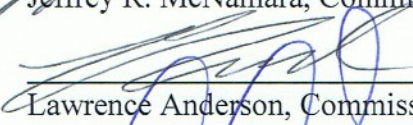
With no further business to discuss, Chairman Jeffrey McNamara motioned to adjourn, second by Commissioner Carl Caporale motion carried by unanimous vote, meeting adjourned at 6:55 PM.

✓ MINUTES ACCEPTED

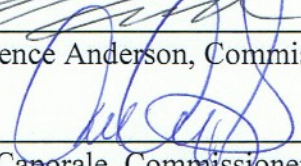
 WITH AMENDMENT


Jeffrey R. McNamara, Commissioner

10-30-12
Date


Lawrence Anderson, Commissioner

10-30-12
Date


Carl Caporale, Commissioner

10-30-12
Date