

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

**DATE:** November 13, 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; Peter Boettcher; Michael Trainque from Hoyle, Tanner & Associates; James Rodger; Alyson King Office Assistant; Andrea Martel Administrative Assistant; Jeffrey Backman Assistant Superintendent; and Dana Clement 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. Set 2013 Rates.**
  - Larry made a motion to set the 2013 Sewer Rate at \$7.60 per 1,000 gallons. Carl seconded the motion. Motion passed.
  - Larry made a motion to set the 2013 Hauled Wastewater rate for septage at \$0.65. Carl seconded the motion. Motion passed.
- 3. Discuss receipt of letter from Pembroke Sewer Commission.**
  - Discussed letter from the Pembroke Sewer Commission. Larry made a motion to have Dana write a response letter and to discuss with attorney. Carl seconded the motion. Motion passed.



**4. Review monthly expense averages.**

- Reviewed expense report provided by Andrea. Larry asked to have report include monthly income averages for both haulers and sewer users. To review at next meeting.

**5. September and October Hauler Billing and Sewer User Adjustment Journal.**

- Commissioners reviewed and signed all documents.

**6. Minutes for October 30, 2012.**

- Larry made a motion to approve the minutes as written for October 30, 2012. Carl seconded the motion. Motion passed and minutes were signed.

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

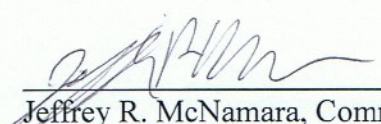
- Peter Boettcher update: New septage receiving container adjustments have been approved by Dana and first container will be delivered; reviewed quote received from PRB Construction regarding installing a building over new septage receiving area-quote was in the amount of \$74,250; estimated total cost for a completed building is \$90,000; discussed which direction the roof pitch should be at; Commissioners requested Peter to look at pricing for insulation.
- James Rodger asked Commissioners if there was any progress on collection on hook-up fees that are owed to the Sewer Department-no progress has been done.
- Dana informed board about the Accessibility Fee assessed to Dunkin Donuts for the improvements being done to the building. This included all the phone calls received due to the fees.
- Michael Trainque update: DBU Construction went to Moreshead property the next day and completed the seeding along with fixing the plastic under the house; clean outs still need to be done along with easement and drawings; Sewer Use Ordinance is in the final stages; local limits document has been put on hold until testing is complete; working on RFQ documents-will have ready for next meeting.
- Dana update: department was approved to pump water from the Canal into manhole for the flow testing; will be setting up pump and equipment on Friday; flow testing will begin Monday at 7:00 AM around 25% then ramp up the pump on Tuesday to increase flow; looking to test for 2 MGD on 1 clarifier which would simulate 4 MGD; testing will be done every 8 hours; staff split schedules to work 12 hour shifts.
- Andrea discussed with board that a previous capital reserve transfer was not officially voted on and needed to have a motion completed. Transfer was done on October 10, 2012 in the amount of \$16,880 from the Sewer Construction/Improvement Fund to the Sewer Fund. Larry made a motion to transfer funds in the amount of \$16,130 from Septic Surplus to Sewer Fund to pay expenses for paving of Oak Street and Al's Avenue and \$750 from Sewer Construction/Improvement Fund to the Sewer Fund to pay for lowering and plating manholes on Cross Street. Carl seconded the motion. Motion passed.
- Dana and Jeff discussed with Commissioners removing the maintenance staff member from the rotating on call schedule. If maintenance employee is removed he will be on call 24/7 for all maintenance issues. All agreed to put him on call 24/7 for a 3 month trial period and to pay employee a "stipend" per phone call received.



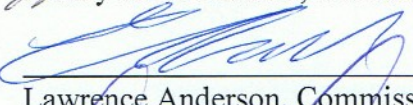
With no further business to discuss, Commissioner Carl Caporale motioned to adjourn, second by Chairman Jeffrey McNamara motion carried by unanimous vote, meeting adjourned at 6:15 PM.

✓ **MINUTES ACCEPTED**

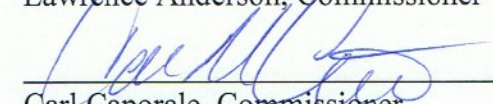
       **WITH AMENDMENT**

  
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Jeffrey R. McNamara, Commissioner

11-27-12  
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Date

  
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Lawrence Anderson, Commissioner

11-27-12  
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Date

  
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Carl Caporale, Commissioner

11-27-12  
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Date