

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

**DATE:**

**November 27, 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 & John Jackman from Hoyle, Tanner & Associates; Len Russell & Cheryl from Plodzik and Sanderson; 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. Meet with Plodzik and Sanderson.**
  - Cheryl reviewed the 2011 audit report with Commissioners. Discussed that under GASB34 a management discussion needs to take place. A purchasing policy needs to be implemented and approved by Board. Len pointed out that the account receivables needs to be reconciled on a monthly basis between the two accounting software programs.
  - Larry made a motion to approve spending up to \$2,400 for auditors to meet with Andrea and prepare all accounting balances for the 2012 audit. Carl seconded the motion. Motion passed.
- 3. Review invoice for 43 Allenstown Road.**
  - Commissioners reviewed invoice for the sewer accessibility/development fee for the property 43 Allenstown Road. Commissioners approved invoice amount.

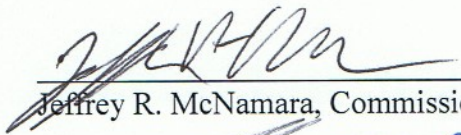
4. **Meet with Michael Trainque & John Jackman from Hoyle, Tanner & Assoc.**
  - Michael informed Commissioners on the major points for the two RFQ's received from Honeywell and Siemens.
  - Commissioners agreed to schedule the interviews on January 15<sup>th</sup> and January 17<sup>th</sup> to meet with the two companies.
5. **Minutes from November 13, 2012.**
  - Larry made a motion to accept the minutes of November 13, 2012 as written. Carl seconded the motion. Motion passed.
6. **Review any old or new business with Administrative Assistant & Superintendent, including updates on current facility projects.**
  - Peter Boettcher update: Discussed and reviewed quote for the building to cover the new septage receiving station. Building estimate is \$96,965.00. Larry made a motion to accept the quote in the amount of \$96,965.00 and move forward with awarding a contract to PRB Construction. Carl seconded the motion. Motion passed unanimously. Use balance of remaining budget funds for building and capital reserve funds for balance.
  - Discussed warrant article to be placed on the 2013 ballot for the Sewer Commission budget. Need to add wording for default budget with amount.
  - Dana and Peter updated the Commissioners on the high flow testing. During testing violations occurred due to inefficient chlorine dosing. Dana requested that Commissioners approve a declor and PH/Chemical system be implemented. Carl made a motion to accept the quote in the amount of \$115,020.00 using budget funds to install declor, ph and chemical system. Larry seconded the motion. Motion passed unanimously.
  - Carl made a motion to transfer funds in the amount of \$370,000.00 from the AWTF Construction and Improvement Fund to pay the SRF Loan. Larry seconded the motion. Motion passed unanimously.
  - Reviewed letter received from Road Agent regarding manholes. Commissioners requested for Dana to draft a response letter and send it to Paul Apple and Road Agent.



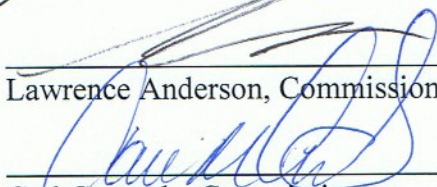
With no further business to discuss, Commissioner Carl Caporale motioned to adjourn, second by Chairman Jeffrey McNamara motion carried by unanimous vote, meeting adjourned at 8:20 PM.

✓ MINUTES ACCEPTED

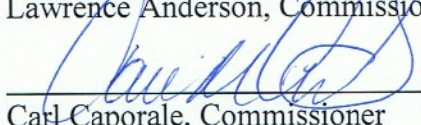
       WITH AMENDMENT

  
Jeffrey R. McNamara, Commissioner

12-11-12  
Date

  
Lawrence Anderson, Commissioner

12-11-17  
Date

  
Carl Caporale, Commissioner

12-11-12  
Date