

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

DATE: April 10, 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 Commission; Lawrence Anderson Commission; Michael Trainque Hoyle, Tanner & Associates; John Jackman Hoyle, Tanner & Associates; Dana Clement Superintendent; Jenna Nowak Siemens-Cambridge Water Technology, Peter Boettcher Boettcher Electric, Harold Thompson Pembroke Water Works, and Andrea Martel Administrative Assistant.

ORDER OF BUSINESS:

Meeting came to order at 4:30 PM. Jeffrey opened the meeting.

1. Elect chairperson.

- Larry made a motion to elect Jeffrey as chair. Jeffrey seconded the motion. Motion passed.

2. Review correspondence, disbursements and purchase orders.

- Reviewed and signed all necessary checks and purchase orders.

3. Meeting minutes for March 6, 2012.

- Reviewed the minutes as written. Larry made a motion to approve the minutes as typed. Jeffrey seconded the motion. Motion passed unanimously.

4. 1st Quarter Sewer Billing.

- Larry made a motion to accept the sewer rents in the amount of \$112,521.63. Jeffrey seconded the motion. Motion passed unanimously.

5. March adjustment journal and hauler billing.

- Reviewed and signed documents.

6. Meet with CWT to discuss update on Mag drum.

- Jenna Nowak with Siemens-Cambridge Water Technology updated the commission on the BioMag system after one full year in operation.
- Discussed modifications to the Mag Drum that has decreased the pounds per day use of magnetite. This will reduce the amount of magnetite used per day and overall be a cost savings. The new drum was tested in January and resulted in not running the Shear Mill, which will also decrease an overall cost in electricity to the facility.
- Larry made a motion to approve the new and improved Mag drum and pay \$7,500.00 to Siemens/CWT as requested. Jeffrey seconded the motion. Motion passed unanimously.

*add original cost of drum. \$25,000
CWT cost*

7. Discuss Ferry Street paving project.

- John Jackman with Hoyle, Tanner and Associates discussed the bid specifications and the contract.
- Reviewed drawings, bid specifications and contract.
- Jeffrey signed three (3) contracts for Suburban Paving. Contracts will be mailed to Suburban Paving for their signature. Project to begin July 9, 2012.

8. Review/update collection system requirements.

- Reviewed quotes from Ted Berry Company. The first quote was in the amount of \$6,240.00, which was to transfer all current television data logs from VHS to DVD along with a printed inventory list. The second quote was a five-year preventative flushing service. Three options were provided: option 1 was to clean 20% of the collection system (\$9,315.90), option 2 was to inspect 20% of collection system and provide all data collected (\$8419.90), and option 3 was for cleaning and inspect 20% of collection system (\$16,433.49).
- Commissioners discussed and decided to transfer all VHS data to DVD in house with software already purchased. The five-year preventative maintenance schedule was tabled until more data can be collected.
- Discussed Cross Street sewer line. Highway department will be paving the street this year and wanted to coordinate any sewer and water repairs at the same time. Andrea will look into was areas of Cross Street need to be addressed.

9. Discussed vehicle purchases.

- Discussed the 1995 Chevy Pick up. Inspection has expired and need to have a second operational vehicle. Commissioners requested Dana to price out a new SUV for lease to purchase.
- Reviewed pricing received regarding the purchase of a new 1-ton truck. Pricing needs to be adjusted to have a V plow quoted. Discussion tabled until all pricing has been received.

10. Mike Trainque/John Jackman updates (Sewer Ordinance, Campbell Street, BioMag closeout).

- Mike Trainque with Hoyle, Tanner and Associates reviewed current contracts and task orders to date that have signed contracts. Many of the task orders still need to have contracts written, reviewed and signed.
- Mike will meet with Paul Apple and the property owner to discuss purchase of land located at the end of Ferry Street for the purpose of the boat ramp.

- Sewer ordinance – Final meeting is scheduled to finish document, commission will then review, after review it will be sent to Department of Environmental Services for review, then a public hearing will be scheduled to adopt the document.
- Campbell Street update – The commission reviewed the drawing. Currently waiting for state approval. Once received, the easement will be signed, and then the project will be put out to bid.
- BioMag closeout – There is a change order left for final closeout. Mike and John will be meeting with Franz Vail to have the final closeout meeting. A final payment request will be completed which will show \$4,600.00 is left of the contract.

11. Update on 2011/2012 budget.

- Discussed the 2011 budget has \$23,606.15 remaining to spend out.
- Peter Boettcher discussed plant water system. Approximately \$7,000.00 was saved in the first quarter of 2012. The last piece of equipment was put online last week, providing recycled water from the clarifiers. It is estimated that this system will save the plant approximately \$36,000.00 per year in water expense.

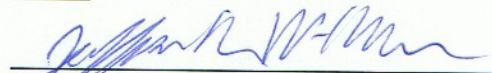
12. Review any old or new business with Administrative Assistant and Superintendent, including updates of current facility projects.

- Discussed hiring of an operator position. The commission advised the office to go ahead and start advertising to fill this position.
- Discussed office assistant position. Commissioners agreed to offer Office Team \$1,000.00 to hire current temporary employee effective May 1, 2012.
- Discussed septage hauler Grant County Excavation outstanding balance. Current amount due is \$4,073.22. Attorney has informed Andrea that the commission has two viable options. One option is to file a lawsuit in New Hampshire, as the company has a registered agent in New Hampshire. The other option is to send a demand letter to the principal place of business in New Mexico. Lawrence made a motion to approve filing a lawsuit against the company in New Hampshire. Jeffrey seconded the motion. Motion passed unanimously.
- Discussed grounds maintenance. Get quotes for equipment and at least 2 contractors. Decision tabled until next meeting.
- Discussed letter from Mr. Charles Martel regarding purchasing of his tents in the amount of \$450.00. Commissioners agreed to offer to buy tents for \$300.00. If this is not acceptable to Mr. Martel, the tents will be returned to his possession.
- Discussed only having the chairman sign the checks, while all commissioners would sign the manifest. It was decided that all commissioners would continue signing all checks.
- Discussed paying the Home Depot bill online. Carol Anderson will be consulted.


With no further business to discuss, Commissioner Lawrence Anderson motioned to adjourn, second by Commissioner Jeffrey McNamara motion carried by unanimous vote, meeting adjourned at 7:45 PM.

____ MINUTES ACCEPTED


✓ WITH AMENDMENT




Jeffrey R. McNamara, Commissioner



Date



Lawrence Anderson, Commissioner



Date

_____, Commissioner

Date