

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

DATE: December 11, 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; Jason White from Recycling Mechanical; Mark Puffer from Preti Flaherty; Mark Girard; Harold Thompson from Pembroke Sewer Commission; 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. Meet with Jason White to discuss property on Ferry Street.**
 - Reviewed appraisal received regarding Map 115 Lot 3 on Ferry Street. Jason expressed an interest in purchasing a portion of the land if Sewer Commission moves forward with making an offer to purchase the land. Jason explained he currently has an easement down by the tracks. The lot has 24 acres available to purchase however a portion of that land is wetlands and may not be suitable to build anything on.
 - Larry made a motion to move forward with having attorney write up an offer of \$90,000 to purchase Map 115 Lot 3 on Ferry Street. Carl seconded the motion. Motion passed unanimously.

3. Meet with Mark Puffer to discuss 43 Allenstown Road.

- Mark Puffer represents the Marlan Group, LLC in connection with the renovations to Dunkin Donuts.
- Discussed the square footage for each of the six (6) units located at 43 Allenstown Road; classification of Curves; water meter installed for monitoring of Laundry Mat; how many seats Dunkin Donuts will have after renovation; and Frog Hollow calculation. Curves is classified as a gym at 10 gallons per day (GPD) per occupant however; because the unit has no showers it may be feasible to do a reduction rate of 5 GPD per occupant. Dana and/or Andrea will contact NH Department of Environmental Services to verify if a reduction in GPD will be allowed. Curves has moved into another unit located in the same building and therefore the previous calculation will need to be corrected to reflect the new square footage and occupancy.
- John Jackman explained that once the capacity is purchased the owner owns that capacity and it stays with the property.
- Dana reviewed the Frog Hollow calculation. Frog Hollow is a company who installed a sewer main using a Capital Recovery System. For each time a new connection, change of use, or increase in flow occurs Frog Hollow is entitled to receive a recovery payment until such time all flow is consumed.

4. Review letters to Trustee of Trust Funds for deposit of sewer connection.

- Larry made a motion to deposit funds in the amount of \$1,526.78 into the AWTF Construction and Improvement Capital Reserve Fund. Carl seconded the motion. Motion passed unanimously.
- Larry made a motion to deposit funds in the amount of \$2,063.21 into the ASC Reconstruction and Equipment Capital Reserve Fund. Carl seconded the motion. Motion passed unanimously.
- Larry made a motion to deposit funds in the amount of \$536.43 into the ASC Construction and Improvement Capital Reserve Fund. Carl seconded the motion. Motion passed unanimously.

5. Minutes from November 27, 2012.

- Larry made a motion to approve the November 27, 2012 minutes as written. Carl seconded the motion. Motion passed unanimously.

6. Sewer Warrants to Tax Collector.

- Carl made a motion to approve 4th quarter 2011 Sewer Warrant in the amount of \$3,605.58. Larry seconded the motion. Motion passed unanimously and warrant signed by all Commissioners.
- Larry made a motion to approve 1st quarter 2012 Sewer Warrant in the amount of \$8,070.67. Carl seconded the motion. Motion passed unanimously and warrant signed by all Commissioners.
- Carl made a motion to approve 2nd quarter 2012 Sewer Warrant in the amount of \$8,611.75. Larry seconded the motion. Motion passed unanimously and warrant signed by all Commissioners.
- Carl made a motion to approve 3rd quarter 2012 Sewer Warrant in the amount of \$12,039.36. Larry seconded the motion. Motion passed unanimously and warrant signed by all Commissioners.


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

- Peter Boettcher update: Septage receiving building roofing changed from metal to shingles to save approximately \$3,000.00. Building will take about 12 weeks to complete.
- The construction of the declor building will begin in April after frost.
- New septage receiving station has 2 of the 4 cans online and in use. Finding issues with cans and addressing them as they come up. The sump pump needs to be addressed such as adding a vent.
- Dana update: discussed the addition of baffles in clarifier. Cost estimate is \$8,000 for each baffle. Commissioners approved purchase if funds are available from the 2012 budget.
- Andrea asked Commissioners for approval on awarding an employee 4 hours of paid time as a raffle item during employee Christmas party. Carl made a motion to approve a certificate awarding an employee 4 hours of paid time. Larry seconded the motion. Motion passed unanimously.

With no further business to discuss, Commissioner Carl Caporale motioned to adjourn, second by Commissioner Larry Anderson motion carried by unanimous vote, meeting adjourned at 6:10 PM.

✓ MINUTES ACCEPTED


 WITH AMENDMENT



Jeffrey R. McNamara, Commissioner

1-8-13

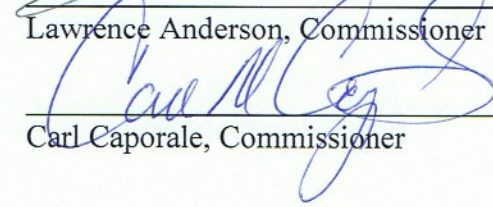
Date



Lawrence Anderson, Commissioner

1-8-13

Date



Carl Caporale, Commissioner

1-8-13

Date