

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

DATE: January 8, 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; James Rodger; 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. Update on hauler accounts-Alyson.**
 - Carl made a motion to table discussion until a later meeting when Alyson would be available. Larry seconded the motion. Motion passed.
- 3. Update on audit review with Plodzick and Sanderson.**
 - Reviewed letter from Plodzick and Sanderson regarding monitoring of the Sewer Department financial records through November 30, 2012. Discussed adopting a purchasing policy by April when the auditors will start the 2012 audit.
- 4. Update on Map 115 Lot 3 Ferry Street.**
 - Commissioners offered the property owner \$90,000 to purchase the land. Owner came back with a counter offer of \$150,000. The Commissioners discussed and agreed to sit on the offer and wait until the owner comes back with a lower counter offer.

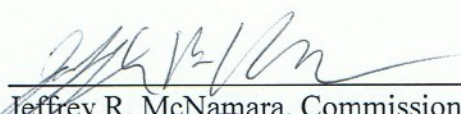
5. **Sewer Warrant for 4th quarter billing.**
 - Larry made a motion to approve the 4th quarter sewer billing in the amount of \$111,018.67. Carl seconded the motion. Motion passed unanimously and the sewer warrant was signed.
6. **Minutes for December 11, 2012.**
 - Carl made a motion to accept the minutes as written for December 11, 2012. Larry seconded the motion. Motion passed and minutes were signed.
7. **November and December hauler billing detail and sewer user adjustment journal.**
 - Commissioners reviewed and signed all documents as listed above.
8. **Review any old or new business with Administrative Assistant, Assistant Superintendent & Superintendent, including updates on current facility projects.**
 - Michael Trainque update: Reviewed easement for 1 Campbell Street. Commissioners approved easement. Jeffrey McNamara, chairman, signed the easement and Andrea Martel notarized document.
 - Reviewed task order 2011-04 for Campbell Street to increase the resident engineering compensation from \$7,219 to \$12,219. Amendment was previously approved at a prior meeting. Commissioners signed the amendment.
 - The Sewer Use Ordinance update has one final meeting before the Ordinance will be given to the Commissioners for review.
 - Discussed flow capacity. Currently the permit allows for 1.05 MGD (million gallons per day). After completion of the flow testing HTA (John Jackman) estimates we may be able to increase the permitted flow to 1.5 MGD. Final calculations are still pending.
 - Dana update: Currently the staff is working on the final modifications to the new septage receiving cans. Two of the cans should be completed and on line next week for the haulers to use.
 - The heater unit in the headworks building has failed. A thermometer has been placed in the headworks building to monitor the temperature. The heater may need to be replaced which could cost an approximately \$3,000.
 - Discussed looking into purchasing a larger loader. The current loader is not large enough to handle the containers that need to be moved. Commissioners requested that Dana look into getting three quotes for a larger loader.
 - Discussed Pembroke Sewer Commission letter received. Commissioners requested Dana send a response back to the Pembroke Sewer Commission and attorney.
 - Larry asked if Dana received an email from Police Chief Mulholland regarding bidding on State equipment. Dana did not recall however will look into.
 - Jeffrey M. asked the board if he could purchase the left over pipe located in the side yard at the plant. Commissioners approved transfer of the pipe and for Dana to let Jeffrey M. know the value of the pipe.
 - Commissioners reviewed spreadsheet showing checking account beginning balances, total revenue, and total expenses and ending checking account balance by month for 2011 and 2012.
 - James Rodger asked Commissioners: what year were the auditors looking at? The audit that was just completed was for 2011 however, during the review the auditors also looked at 2012 in preparation for the 2012 audit in April of 2013.

- James Rodger asked Commissioners: Did the current Commissioners find the \$56,000 in the 2012 budget that the budget committee accused the Sewer Department of hiding? Larry and Carl did not remember the meeting however, will look into it for clarification. Andrea stated that at this time the 2012 budget has not been expended.
- James Rodger asked Commissioners: if an audit had been completed on the Wastewater Upgrade Bond? Andrea replied that an audit had been completed by DES and the town auditors. There were no cost overruns and the total project cost actually came in under the approved bond amount.
- James Rodger asked if there was any new progress on collecting fees from sewer users who had not paid connection fees. At this time no progress has been made.

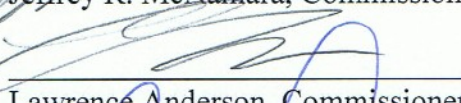
With no further business to discuss, Commissioner Carl Caporale motioned to adjourn, second by Commissioner Larry Anderson motion carried by unanimous vote, meeting adjourned at 6:25 PM.

✓ MINUTES ACCEPTED

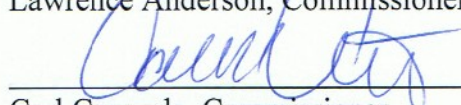
 WITH AMENDMENT


Jeffrey R. McNamara, Commissioner

1-15-13
Date


Lawrence Anderson, Commissioner

1-15-13
Date


Carl Caporale, Commissioner

1-15-13
Date