

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

DATE: June 11, 2013

PLACE: Allenstown Wastewater
Treatment Facility
35 Canal Street

TIME: 4:30 PM

ALLENSTOWN SEWER COMMISSION
REGULAR MEETING

Transcribed from notes by Andrea Martel

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In attendance were: Lawrence Anderson Chairman; Jeffrey McNamara Commissioner; Carl Caporale Commissioner; Peter Boettcher; Michael Trainque Hoyle, Tanner & Associates; and Dana Clement Superintendent.

Meeting was called to order at 4:31 PM.

ORDER OF BUSINESS:

- 1. Review correspondence, disbursements and purchase orders.**
 - Commissioners signed all disbursements and purchase orders.
- 2. Peter Boettcher-update on projects.**
 - Last week dug and poured for PH/Chemical piping; tanks have been ordered and deposit made; tanks will take about two weeks for make; conduit has been put in the ground, holes in the tanks and building have been cored; starting to lay out piping; Russ is working on making the boxes for the septage monitoring; working on modifying the clarifier tanks; will be pouring foundation next week; discussed shipping costs of tanks; and discussed connecting buildings to the gas service.
- 3. April and May hauler billing detail and sewer user adjustment journal.**
 - Carl made a motion to approve April and May hauler billing detail and the sewer user adjustment journal. Jeff seconded the motion. Motion passed and documents signed.
 - Discussed current septage totals received to date.
 - Discussed budget expenses to date. Currently under budget however, projects are now underway and the expenses will be increasing.
- 4. Minutes for May 28, 2013.**
 - Commissioners reviewed minutes for May 28th as typed. Carl made a motion to accept the minutes as typed. Jeffrey seconded the motion. Motion passed and minutes were signed.

5. Review of Court Street Sewer Main Replacement Bid Specs.

- Reviewed and discussed paving of Court Street.
- Reviewed report from the borings. Ledge was found at the dead end of Court Street approximately six (6) feet down. The remainder of the borings went to eleven (11) feet and found no ledge only sand.
- Advertisement for the bid will be for three (3) weeks in the newspaper along with the construction websites. Bid open date will be July 9th during the public meeting.

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

- Michael updates: 1) Hoyle, Tanner & Associates (HTA) has been chosen as the engineering firm for the Town of Allenstown. Working with Shaun on MS4 compliance and storm water issues. Discussed the Town looking to improve the access road to the Elementary School ball field by the railroad right of way. There is a private sewer line that has many issues such as not having a record of the owner. The private line has two trailer parks and two houses on West Street that are connected to the line. 2) Discussed the GPS equipment from UNH Cooperative Extension is not working properly. John Jackman has interns cataloging street signs, curbing, hydrants, etc.
- Dana updates: 1) Holiday Acres (HA) was directed to have their sewer main cleaned out both upstream and downstream of the flow meter. A staff member has been to HA twice and will need to go back a third time for the cleaning to be completed. Commissioners requested a letter be sent to HA regarding charging them for employee time if the employee has to return several times along with stating that the sewer main cleaning needs to be scheduled annually. 2) Discussed Pembroke Water Works (PWW) water line on Court Street. Matt from PWW may have found funding to replace the water main however, will need approval from the Board which meets on June 20. 3) The Highway Department is looking to pave Reynolds Avenue next year. Andrea will be completing research to see if any of the sewer main needs to be replaced. 4) Reviewed VueWorks agreement between the Board of Selectmen and the Sewer Commission. In the agreement the 2013 fees for two (2) seats have been waived due to lack of funding in budget however, in 2014 the Town will have to pay for the seats along with the set up costs of \$200. Larry made a motion to accept the agreement as written. Jeff seconded the motion. Motion passed. Agreement to be sent to Shaun for the Selectmen to review, approve and sign. 5) Discussed .gov email addresses. Cost is \$3.00 per email/per month. Total approximate cost to the Sewer Commission for the year would be \$500. Commissioners requested they have individual email addresses. 6) Discussed manhole issues brought forward by the Highway Department. Reviewed list and the current conditions. Commissioners requested an agreement be drafted stating that the Sewer Commission will pay for the material, manholes must be inspected prior to any work being completed by a Sewer Department employee, and any repairs that need to be done are done prior to paving around the manhole structure. 7) Discussed filling the laborer position that is open. Commission agreed to wait until August to advertise for the position.

With no further business to discuss, Commissioner Carl Caporale motioned to adjourn, second by Commissioner Jeffrey McNamara motion carried by unanimous vote, meeting adjourned at 6:35 PM.

✓ **MINUTES ACCEPTED**

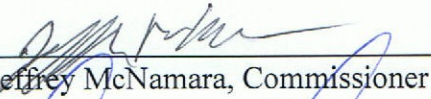
 WITH AMENDMENT



6-25-13

Lawrence Anderson, Chairman

Date



6-25-13

Jeffrey McNamara, Commissioner

Date



6-25-13

Carl Caporale, Commissioner

Date