

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

DATE: June 25, 2013

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: Lawrence Anderson Chairman; Jeffrey McNamara Commissioner; Carl Caporale Commissioner; Peter Boettcher; Michael Trainque & John Jackman Hoyle, Tanner & Associates; Andrea Martel Administrative Assistant; Jeff Backman Assistant Superintendent; and Dana Clement Superintendent.

Meeting was called to order at 4:34 PM.

ORDER OF BUSINESS:

- 1. Review correspondence, disbursements and purchase orders.**
 - Commissioners signed all disbursements and purchase orders.
- 2. Peter Boettcher-update on projects.**
 - The video boxes for the septage monitoring are completed and ready to install, except for the glass. PRB still has a few items remaining on the septage building punch list. New pipes have been installed in the ground for chemical addition (2-6" lines & 1-4" line). Discussed needing one more core for the PH building and two cores for clarifier. Framing has started for the declor building; two new tanks have been ordered-scheduled to ship on July 3; air conditioner, vents, and supplies are on site. Working with Liberty Utilities on gas loading that is needed and running the services to the buildings.
- 3. Michael Trainque-Hoyle & Tanner.**
 - John Jackman update: the interns are working with two GIS units to gather data; making good progress on gathering data; and discussed the request from the Town Administrator regarding gather information on the drainage system from Main Street going west.
 - Michael Trainque update: working on applications for SRF Loan and will submit to NH Department of Environmental Services.

4. Minutes for June 11, 2013.

- Discussed new town .gov emails. Commissioners agreed to have the asc@allenstownnh.gov email be used for the Sewer Commission instead of having one email for each Commissioner.
- Carl made a motion to accept the minutes as typed for June 11, 2013. Jeffrey seconded the motion. Motion passed unanimously and minutes were signed.

Carl made a motion to take a 10 minute recess. Jeffrey seconded the motion. Motion passed at 6:05 PM. Meeting resumed at 6:15 PM.

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

- Jeff B. updates: Reviewed and discussed findings from the Fire Department safety inspection at the Wastewater Facility. Carl asked if the Fire Department would allow a knox box for all of the chemical MSDS sheets to be placed in one location. Jeff will look into and get back to Commission for the next meeting.
- Andrea updates: Reviewed total septage received for the month and year as of June 24, 2013 which is down approximately 17% compared to last year totals. Reviewed a new hauler application. Reviewed and discussed both 2012 budget funding and 2013 budget.
- Dana updates: Reviewed agreement between Allenstown Sewer Commission and Board of Selectmen regarding working together on fixing the roads and manholes in the areas marked by the Road Agent. *Carl made a motion to accept the agreement as written. Jeffrey seconded the motion. Motion passed unanimously and signed two copies of agreement.* Discussed odor complaints and different options on future upgrades to improve the odor control system. Suggested improvements: a pack scrubber for each tank or have three (3) different vendors come in and design a low cost system. No decisions made. Reviewed 457B, tax deferred, retirement fund that the town approved for all employees. Carl made a motion to adopt Nationwide Insurance 457B Retirement Fund for all Sewer Department Employees. Jeffrey seconded the motion. Motion passed unanimously.

Jeffrey made a motion to go into Non-Public session in accordance to RSA 91-A:3 II (a) at 6:15 PM. Carl seconded the motion. Motion passed unanimously.

6. Non-public session for payroll reviews.

- Discussed each employee and compensation.

Carl made a motion to come out of Non-Public session at 8:15 PM. Jeffrey seconded the motion. Motion passed unanimously.

- Carl made a motion to discontinue policy of automatic \$1.00 raise for operator certification upgrades and to address all certification upgrades at annual performance reviews. Jeffrey seconded the motion. Motion passed unanimously.

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 8:22 PM.

✓ MINUTES ACCEPTED

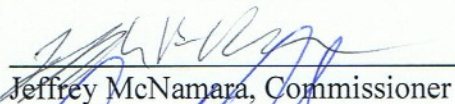
 WITH AMENDMENT



7-9-13

Lawrence Anderson, Chairman

Date



7-9-13

Jeffrey McNamara, Commissioner

Date



7-9-13

Carl Caporale, Commissioner

Date