

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

**DATE:** July 23, 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 Hoyle, Tanner & Associates; Harold Thompson; Andrea Martel Administrative Assistant; Jeff Backman Assistant Superintendent; and Dana Clement Superintendent.

**Meeting was called to order at 4:30 PM.**

**ORDER OF BUSINESS:**

- 1. Review correspondence, disbursements and purchase orders.**
  - Commissioners signed all disbursements and purchase orders.
- 2. Richard Merrill.**
  - Mr. Merrill came to thank the Sewer Commission for the new and improved RV dumping station along with changing the dumping fee from \$20.00 to FREE for all Allenstown and Pembroke residents.
- 3. Award contract for Court Street Sewer Main Project.**
  - Commission reviewed bid proposals prepared by Engineer John Jackman.
  - Carl made a motion to award the Court Street Sewer Main Repair Project to Felix Septic Service in the amount of \$71,160.00 (not \$61,160.00 as stated during previous meeting). Jeffrey seconded the motion. Motion passed.
- 4. Peter Boettcher update on projects.**
  - Declor building: roof is complete, inside framing and insulation is done. Siding and the inside are being completed.
  - PH/Chemical building: coring's are being done in the building and in the clarifier. Parts have been delivered for the clarifier.



- Septage Receiving Station: discussed purchasing of FRP material. Discussed heating system. No decisions made.
- Other: Review bid proposal for conversion of all heating system from oil to gas. Carl made a motion to approve the bid proposal. Jeffrey seconded the motion. Motion passed. Discussed Department of Labor coming to the Treatment Facility on September 9, 2013 for a safety inspection.

**5. Michael Trainque-Hoyle & Tanner.**

- Sewer Use Ordinance: Final version is being completed and will be sent out for Commission, legal and DES review shortly.
- Interns: Working with Highway Department on catch basins. Also working with staff and John on gathering data for the plant computer model.
- Energy Project: Sent a request to Siemens Industry for an update on where they are in the energy efficiency project. Had not received a reply back prior to meeting. Completed a draft engineer contract for the energy project.
- Other: Started a task order for the headworks upgrade; discussed VUE Works conference. Hoyle & Tanner has agreed to pay for the hotel room for Andrea to be able to attend conference in Orlando, Florida. Carl made a motion to allow Andrea to attend and the Sewer Commission authorize the purchase of plane ticket up to \$250.00. Jeffrey seconded the motion. Motion passed. Discussed being awarded funds from NH Department of Environmental Services in the amount \$45,000.00 for the 20% reimbursement for the Canal Street sewer main project.

**6. Review proposals for coating of tanks and clarifier.**

- Reviewed proposals from Pro-Coat II and AmTech Tank Lining for the lining of two (2) process tanks and one (1) clarifier. Andrea informed board of the third proposal that did not come in due to contractor not getting back. Jeffrey made a motion to table discussion and approval of contract until further investigation can be completed. Carl seconded the motion. Motion passed.

**7. Minutes for July 9, 2013.**

- Carl made a motion to approve the minutes as written. Jeffrey seconded the motion. Motion passed and minutes signed.

**8. Review and approve 2<sup>nd</sup> quarter Sewer Rents.**

- Carl made a motion to approve the 2<sup>nd</sup> quarter Sewer Rents in the amount of \$115,381.72. Jeffrey seconded the motion. Motion passed and sewer warrant was signed.

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

- Jeff B. updates: Discussed issue with the sump pump in the pump house. Need to consider replacing all sump pumps due to age and irreplaceable parts. Continuing to working on programming of the septage receiving station with Dana.
- Andrea updates: Reviewed last meeting disbursement report and signed. Reviewed sewer abatement for 2 Ferry Street. Carl made a motion to approve the sewer abatement for 2 Ferry Street in the amount of \$4.05 as a onetime abatement. Jeffrey seconded the motion. Motion passed and abatement approval letter was signed by Board.



- Discussed manhole inspection report. Commission requested looking into the NH State Highway and Roadways rules and regulations regarding placing a 7' x 7' x 8" concrete block around the cone of the manhole structure.
- Dana updates: Discussed advertising for the open laborer position. Commission approved advertising in the Hooksett Banner and post on related websites. Discussed cancelling the newspaper subscriptions. Commission agreed that they are no longer needed.

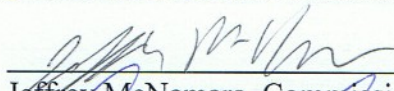
With no further business to discuss, Commissioner Jeffrey McNamara motioned to adjourn, second by Commissioner Carl Caporale motion carried by unanimous vote, meeting adjourned at 7:50 PM.

✓ MINUTES ACCEPTED

       WITH AMENDMENT

  
\_\_\_\_\_  
Lawrence Anderson, Chairman

8-6-13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jeffrey McNamara, Commissioner

8-6-13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Carl Caporale, Commissioner

8-6-13  
\_\_\_\_\_  
Date