

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

**DATE:**

**August 20, 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; Alyson King Office Assistant; Jeff Backman Assistant Superintendent; 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.**

- Discussed issues found when Pembroke Water Works had shut off water for completing a repair. Portions of the plant were unable to operate without main water supply such as dewatering and lost plant water system. Need to make adjustments to pumps to allow the use of plant water system if main water supply is shut off. Carl made a motion to accept the quote from Seacoast Supply to purchase a double seal 10 liter tank with fittings in the amount of \$ 3,544.01. Jeffrey seconded the motion. Motion passed unanimously.
- Other updates: painting of the electrical room in the new decolor building almost complete. The insulation and plywood is complete in the Septage Receiving Station building however the plastic panels are 1 to 2 weeks out. Purchased SLC 505 and all necessary parts for \$1,900 which has a total net worth of \$10,000. Marc is working on completing the plumbing in the decolor building. Recently had a spill at the Septage Station and concluded that a trench is needed however to complete that would be very expensive. Looking at cutting pavement and digging down to create a trench. Also considering ways to bring water to the Septage building. The conduit has been brought over to the decolor building.



### **3. Heating System Bid Specs.**

- Reviewed the bid specifications. Discussed mandatory pre-bid meeting to be held on September 9, 2013 at 9:00 AM here at the Wastewater Facility. Bid opening is scheduled for October 1, 2013. Carl made a motion to accept the bid proposal and submit for advertising. Jeffrey seconded the motion. Motion passed unanimously. Considering adding a low heat alarm and tie it into the SCADA system.

### **4. Minutes for August 6, 2013.**

- Carl made a motion to reconsider the motion on August 6 regarding the purchase of fifteen (15) hinged manhole frame and covers. Jeffrey seconded the motion. Motion passed.
- Carl made a motion to approve the minutes for August 6<sup>th</sup> as written. Jeffrey seconded the motion. Motion passed. Minutes not signed.

### **5. Transfer of 2012 Surplus Funds.**

- Discussed sewer rents still have approximately \$10,000 uncollected.
- Carl made a motion to deposit \$263,603.00 into the Septage Surplus Fund account for the 2012 surplus. Jeffrey seconded the motion. Motion passed and letter to Trustees of Trust Fund was signed.

### **6. Review of Hiring Policy**

- Discussed and reviewed the Towns hiring policy. Need to make changes to accommodate the Sewer Department while maintaining the same format and content.

### **7. Manhole Repair Bid Specs.**

- Reviewed quote received from EJ Prescott for hinged manhole frame and cover with logo. Board discussed not willing to commit to purchasing 100 over the next five years.
- Requested Alyson to get pricing on all types of manhole frame and covers from EJ Prescott and other vendors.
- Carl made a motion to rescind previous motion of August 6 to purchase the manhole frame and covers. Jeffrey seconded the motion. Motion passed unanimously.
- Dana informed Board Andrea is working on the manhole drawing in AutoCad.

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

- Jeff B. updates: Reviewed the quote received from Bevans Fire Alarms regarding installing a fire alarm system in the BioMag building, septage receiving station and new delcor building. Carl made a motion to have Hoyle and Tanner create a task order to declassify the BioMag building from Class I Div 2 (explosion proof) to a non-explosion proof building. Jeffrey seconded the motion. Motion passed unanimously. Discussed Department of Labor Safety inspection and the preparation that staff is working on which includes addition of signs and clearing of electrical panels.
- Dana updates: Reviewed and discussed change orders for the Court Street Sewer Main Replacement contract with Felix Septic Service. Discussed applications received for open position. Discussed overtime and if staff should be paid after 8 hours or 40 hours. Discussed budget process and the staff involved in allocating funds needed. Discussed purchasing a pull down projector screen. Larry made a motion to purchase a projector screen. Jeffrey seconded the motion. Motion passed.


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 6:45 PM.

✓ MINUTES ACCEPTED

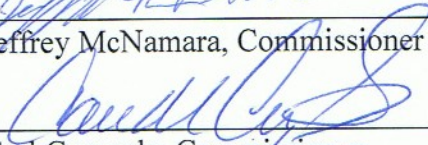
       WITH AMENDMENT

  
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Lawrence Anderson, Chairman

9-3-13  
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Date

  
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Jeffrey McNamara, Commissioner

9-3-13  
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Date

  
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Carl Caporale, Commissioner

9-3-13  
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Date