

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

DATE: May 15, 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; Pete Boettcher; Michael Trainque Hoyle & Tanner; John Jackman Hoyle & Tanner; Harold Thompson Pembroke Sewer Commissioner; Dana Clement Superintendent; and Andrea Martel Administrative Assistant.

ORDER OF BUSINESS:

Jeffrey opened the meeting at 4:30 PM.

- 1. Review correspondence, disbursements and purchase orders.**
 - Reviewed and signed all disbursements and purchase orders.
- 2. Meeting minutes for April 24, 2012.**
 - Reviewed minutes as written. Larry made a motion to amend the minutes under item #6 vehicle purchase. Larry requested the minutes to reflect the amount of each vehicle purchase is listed. Jeffrey seconded the motion. Motion passed.
 - Larry made a motion to accept the minutes as amended. Jeffrey seconded the motion. Motion passed. Carl abstained.
- 3. Waste Management Contract.**
 - Reviewed current waste management contract and proposed amendment #1.
 - Pete Boettcher explained current rental fee of \$309.50 per month would remain the same. In the past 12 months the fuel charge has cost \$29,950.47 and the new contract has the fuel charged waived which results in almost a \$30,000 savings. Current sludge disposal fee per month, using 225 tons per month, is approximately

- \$23,000. Under the new contract the same 225 tons per month will cost approximately \$18,000. The new contract would save about \$60,000 annually.
- Larry made a motion to accept the amendment to the waste management sludge disposal contract. Carl seconded the motion. Motion passed unanimously. All commissioners signed amendment.

4. Campbell Street Sewer Main Repair-John Jackman.

- Reviewed drawing of the Campbell Street sewer main repair. John explained sewer main is currently located in the back of a homeowner's property. The project will include abandoning and filling current sewer main, relocate main to the front edge of the property, addition of three manhole structures using hinged covers, and moving the sewer connection of the homeowner from the back of the house to the front of the house and tying into the sewer main.
- Jeff signed easement and will be recorded at Merrimack County Registry of Deeds along with a copy to the homeowner. Project will be advertised in Concord Monitor, Union Leader and other construction websites for three weeks.
- Michael Trainque reviewed Task Orders that are outstanding.
 - 1) Task Order 2011-04 Amendment #1: Campbell Street Sewer Main Project Amended to include construction administration and resident engineer on site during construction. Amendment total is \$13,400. Larry made a motion to approve amendment #1 for task order 2011-04. Carl seconded the motion. Motion passed and document was signed.
 - 2) Task Order 2012-01: New Septage Receiving Facility in the amount of \$13,700. Mike explained Hoyle, Tanner & Associates is working with Pete Boettcher only on the drawing. Larry made a motion to approve task order 2012-01 for the new septage receiving facility in the amount of \$13,400. Carl seconded the motion. Motion passed.
 - 3) Task Order 2012-02: Capacity, Management, Operation & Maintenance (CMOM) Plan. Mike explained this task order is to assist in creating a plan, which is currently required under the NH General Permit. Larry made a motion to approve task order 2012-02 in the amount of \$5,300. Carl seconded the motion. Motion passed.
 - 4) Task Order 2012-03: Development of Local Limits. Task order is to determine the allowable pollutant loadings that may enter the headwork's of the facility. Discussed PSNH Industrial Permit. Larry made a motion to approve task order 2012-03 in the amount of \$13,500. Carl seconded the motion. Motion passed.
 - 5) Task Order 2012-04: Paving of Ferry Street. Task Order is not ready for signature however, work has been completed and paving contract has been awarded to Suburban Paving. Paving is scheduled to start July 9, 2012.
- Michael Trainque updated board on BioMag project. Due to the project being a New Innovative Technology NH Department of Environmental Services (DES) has requested two reports be completed. The first report to be completed six months after substantial completion has been submitted. The second report to be completed one year after final completion. An extension on completing the second report has been requested since the second report was to show how the process handled high flows during the spring and no high flows were experienced in 2012. Included in the second report is a computerized of the process at the Allenstown Facility. Larry

made a motion to approve Amendment #2 in the amount of \$33,400 for the reports to be completed. Carl seconded the motion. Motion passed.

Larry made a motion to recess for 10 minutes at 6:35 pm. Carl seconded the motion. Motion passed. Resumed meeting at 6:45 pm.

- Michael Trainque updated board on boat ramp and energy and infrastructure upgrade project. Reviewed drawing of proposed placement of new equipment for energy project along with addition of a boat ramp with parking. Discussed Siemen's completing the feasibility study. If project is accepted there is a 10-year limit for performance contracts.
- Andrea updated that an overpayment of \$3,000 has been made to Hoyle, Tanner & Associates for BioMag Contract. Requested the overpayment be transferred Amendment #2 of the BioMag Contract. Carl made a motion to approve the transfer of \$3,000. Larry seconded the motion. Motion passed.

5. Review quotes for manhole repairs.

- Reviewed quote from Smith & Felix Pipeline Services, LLC in the amount of \$4,000. Manhole repair is for Suncook Pond where the flow meter is located. Manhole structure is starting to tilt due to river banking washing away. Discussed adding a pillar to hold the structure in place. The quote is to remove the current invert and replace with an invert that is level to allow for the flow meter to accurately take readings. Carl made a motion to approve the repair in the amount of \$4,000 from Smith and Felix Pipeline. Larry seconded the motion. Motion passed.
- Reviewed and discussed manhole on the lower half of Al's Avenue. Andrea explained the current invert is deteriorating however; the second issue is there is no manhole located at the end of Oak Street. The quote is for \$22,500, which would include removing the current manhole that is deteriorating and place a new manhole approximately 25 upstream to be able to tie in the sewer main from Oak Street. Discussion was tabled until further investigating can be completed.

6. Hauler Billing and Fees.

- Reviewed current outstanding hauler accounts along with the average number of days it takes for all haulers to pay their monthly invoices. Discussed implementing a new procedure for collecting payments from haulers.
- Andrea requested the due date for haulers be changed from the 25th of the month to the 15th of the month. Carl made a motion to accept changing the due date for haulers from the 25th to the 15th. Larry seconded the motion. Motion passed.
- Discussed application received from New London Septic. Hauler had a permit with us in the past however; collecting monthly payments was an issue. Commissioners accepted application with the condition of weekly billing and collecting for a 60-day probationary period.

7. April Septage Hauler Billing Detail and Sewer Users Adjustment Journal.

- Signed the April billing detail and adjustment journal.

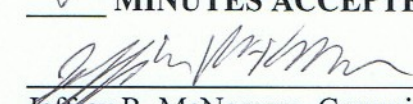
8. Review any old or new business with Administrative Assistant and Superintendent, including updates of current facility projects.

- Discussed NHWPCA summer meeting to be held on June 22, 2012. Commissioners approved closing the facility so all employees can attend. Larry and Jeff will also be attending the summer meeting. Carl will get back to board if able to attend.
- Larry asked about having the land, approximately 24 acres, down by the river appraised. Commissioners agreed it would be good information to have for the town. Larry made a motion to have land appraised. Carl seconded the motion. Motion passed.
- Discussed the cost for RV disposal. Currently there is a \$20 fee for a resident or non-resident to dispose of RV waste. No decision made and discussion was tabled.

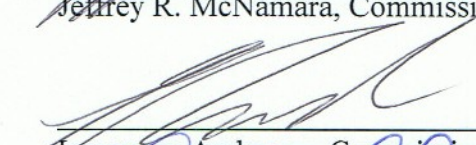
With no further business to discuss, Commissioner Lawrence Anderson motioned to adjourn, second by Commissioner Jeffrey McNamara motion carried by unanimous vote, meeting adjourned at 9:05 PM.

✓ **MINUTES ACCEPTED**

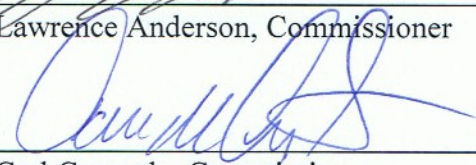
WITH AMENDMENT


Jeffrey R. McNamara, Commissioner

5-29-12
Date


Lawrence Anderson, Commissioner

5-29-12
Date


Carl Caporale, Commissioner

5-29-12
Date