

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

**DATE:** September 18, 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 Pembroke Sewer Commissioner; Andrea Martel Administrative Assistant; Jeffrey Backman; and Dana Clement Superintendent.

**Meeting was called to order at 4:36 PM.**

**ORDER OF BUSINESS:**

- 1. Review correspondence, disbursements and purchase orders.**
  - Commissioners signed all disbursements and purchase orders.
- 2. Peter Boettcher update on projects.**
  - Septage Receiving Station update: FRP walls have been completed; currently reworking the power; and electricians started on Monday.
  - Declor building: chemical line for the PH has been installed; power wire has been pulled; and the fill and vent lines have been installed.
  - Other updates: Still waiting to hear from Gas Company for an install date; discussed heating bid specs. Commission agreed to send an addendum to Construction Summary with a new Pre-Bid meeting date (October 1<sup>st</sup>) and new due date for Bids (October 15<sup>th</sup>).
- 3. Minutes for September 3, 2013.**
  - Carl made a motion to approve the minutes for September 3<sup>rd</sup> as written. Jeffrey seconded the motion. Motion passed and minutes signed.
- 4. Siemens Industry update.**
  - Commissioners reviewed the Letter of Intent (LOI) to Siemens regarding Energy Project.



- Commissioners met with Mike Trainque to discuss plant process and phosphorus limits. Reviewed and discussed Task Order 2013-03, Wastewater Treatment Facility Aeration System Upgrade-Conceptual Design and Opinion of Cost. The task order is to evaluate the existing blowers, motors, and overall aeration system.
  - 1) Carl made a motion to table a decision on Siemens LOI, approve Task Order 2013-03 in the amount of \$20,800 and authorize HTA to move forward with completing a conceptual design as stated in the task order. Jeffrey seconded the motion. Motion passed and task order was signed.
- Commissioners reviewed and discussed Task Order 2013-02, Capacity, Management, Operation & Maintenance (CMOM) plan assistance (phase 2 services) and asset management program.
  - Carl made a motion to approve Task Order 2013-02 in the amount of \$28,500. Jeffrey seconded the motion. Motion passed and task order was signed.

*Carl made a motion to have a 5 minute recess at 5:45 PM. Jeffrey seconded the motion. Motion passed. Returned to public session at 5:50 PM.*

**5. 1<sup>st</sup> review of 2014 budget.**

- Reviewed draft of proposed 2014 budget. Discussed projects to be completed next year, possibility of staffing changes, and VUE Works seats. Andrea and Dana to review and make suggested changes and bring to next meeting to discuss.

*Jeffrey made a motion to go into Non-Public Session in accordance with 91A II b at 7:05 PM. Carl seconded the motion. Motion passed.*

*Jeffrey made a motion to come out of Non-Public Session in accordance with 91A II b at 7:30 PM. Carl seconded the motion. Motion passed.*

**6. Review and discuss hiring for Operations and Maintenance Assistant position.**

- Jeffrey made a motion to hire Christopher Robinson effective September 23, 2013 with the following conditions: receive driver's license within 90 days and obtain and grade I OIT wastewater operator license within six months. Carl seconded the motion. Motion passed unanimously.

*Larry made a motion to go into Non-Public Session in accordance with 91-A:3 II a at 7:35 PM. Jeffrey seconded the motion. Motion passed.*

*Carl made a motion to come out of Non-Public Session in accordance with 91-A:3 II a at 8:17 PM. Jeffrey seconded the motion. Motion passed*

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

No updates given.

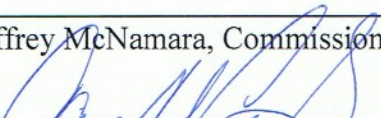
With no further business to discuss, Commissioner Carl Caporale motioned to adjourn, second by Commissioner Jeffrey McNamara motion carried by unanimous vote, meeting adjourned at 8:19 PM.

☒ **MINUTES ACCEPTED**


☐ **WITH AMENDMENT**

  
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Lawrence Anderson, Chairman

10-1-13  
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Date

  
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Jeffrey McNamara, Commissioner

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Date

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

10-1-13  
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Date