

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

**DATE:** October 1, 2013

**PLACE:** Allenstown Wastewater  
Treatment Facility  
35 Canal Street

**TIME:** 4:30 PM

**ALLENSTOWN SEWER COMMISSION**  
**SPECIAL 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; Carl Caporale, Commissioner; Jeffrey McNamara Commissioner; Pete Boettcher; Michael Trainque Hoyle, Tanner & Associates; Andrea Martel Administrative Assistant; and Dana Clement, Superintendent.

**Meeting was called to order at 4:32 PM by Chairman Anderson.**

**ORDER OF BUSINESS:**

**1. Review correspondence, disbursements and purchase orders.**

- Signed checks and purchase orders.

*Carl made a motion to go into recess at 4:35 PM to allow time for Commissioner McNamara to arrive. Larry seconded the motion. Motion passed.*

*Carl made a motion to come out of recess at 4:54 PM. Larry seconded the motion. Motion passed.*

**2. Meet with Plodzick and Sanderson to discuss audit.**

- Plodzick and Sanderson were unable to attend. Discussion tabled until next meeting on October 15, 2013.

*Larry made a motion to go into recess at 5:00 PM to allow time for Michael Trainque to arrive. Carl seconded the motion. Motion passed.*

*Larry made a motion to come out of recess at 5:12 PM. Carl seconded the motion. Motion passed.*

**3. Pete Boettcher updates.**

- Reviewed pricing for replacing overhead doors to the sludge roll off building due to Waste Management damaging one of the doors. Total cost to replace both doors is \$4,700 without glass windows. Total cost to replace both doors with glass windows is \$5,300. Carl made a motion to authorize replacing both doors with the glass window option in the amount of \$5,300 minus the \$2,500 payment from Waste Management for a total cost of \$2,800.
- Declor building update: electrical work has been completed.
- Dana and Pete discussed nitrogen and phosphorus limits along with the estimated costs of modifying process to allow for such removal. Modification to the process for nitrogen (biological phosphorus) removal is estimated at \$325,000 to \$400,000. Modification to the process for chemical phosphorus removal is estimated at \$72,200 to \$100,000. No decisions made.
- Discussed heating bid specs. Need to repost and contact contractors that have already been to the plant for site review and inform them on new dates.
- Pete informed the Commissioners that the gas company will be here next week to start prepping for installation. Gas Company is looking to work Saturday October 12, 2013 and will need staff to be here to open gates and monitor work. Dana will organize with staff.

**4. Designation of successful bidder for Manhole Contract for Bid # MH2013-1.**

- Michael reviewed bid tabulation and discussed findings.
- Jeffrey made a motion to accept the bid proposal from SunRay Builders in the amount of \$13,715.00. Larry seconded the motion. Carl recused himself from vote. Motion passed.

**5. Minutes for September 18 & 24, 2013.**

- Carl made a motion to accept the minutes of September 18, 2013 as typed. Larry seconded the motion. Motion passed unanimously and minutes signed.
- Carl made a motion to accept the minutes of September 24, 2013 as typed. Larry seconded the motion. Motion passed unanimously and minutes signed.
- Minutes of August 6, 2013, previously approved, were signed.

**6. 2014 Budget review.**

- Reviewed draft #2 of proposed 2014 budget.
- Carl made a motion to approve the bottom line of the 2014 budget at \$2,044,892.00 which is a 2.25% increase from the current year budget. Jeffrey seconded the motion. Motion passed unanimously.

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

- Discussed having a grand opening for the septage receiving station. Commission agreed to have the opening on October 11, 2013 from 10:30 AM to 2:30 PM with a BBQ and tours of receiving station. Carl made a motion to spend up to \$750 on rental of grill, tables, chairs and food. Jeffrey seconded the motion. Motion passed unanimously. Agreed to send invitations to existing haulers, potential new haulers,

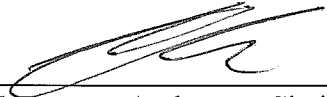
Board of Selectmen, NH Department of Environmental Services, and Hoyle, Tanner & Associates.

- Board of Selectmen will be reviewing Sewer Department budget on October 28, 2013. Carl requested to have display boards made up that show the past seven (7) years of Sewer and Town budgets, Sewer Rates for NH, and our Sewer rates over the past seven (7) years. Andrea will work with Alyson and HTA to create for meeting.

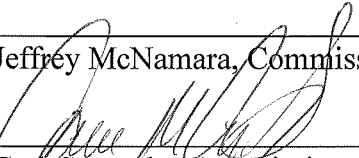
With no further business to discuss, Commissioner Caporale motioned to adjourn, second by Commissioner McNamara. The motion carried by unanimous vote; the meeting was adjourned at 8:15 PM.

✓ **MINUTES ACCEPTED**

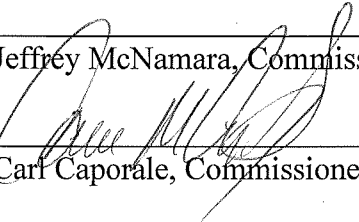
       **WITH AMENDMENT**

  
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Lawrence Anderson, Chairman

10-15-13  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

10-15-13  
\_\_\_\_\_  
Date