

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

**DATE:** October 15, 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.

Commissioners present: Lawrence Anderson Chairman; Carl Caporale, Commissioner  
Commissioners absent: Jeffrey McNamara  
Staff present: Andrea Martel Administrative Assistant; Dana Clement Superintendent.  
Other public present: Len Russell Plodzick & Sanderson; Pete Boettcher; Michael Trainque Hoyle, Tanner & Associates; Harold Thompson

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

**ORDER OF BUSINESS:**

- 1. Review correspondence, disbursements and purchase orders.**
  - Signed checks and purchase orders.
- 2. Meet with Plodzick and Sanderson to discuss audit.**
  - Len reviewed balance sheet reported in annual audit report along with the trial balance for the Sewer Department 2012 financials.
  - Discussed capitalizing projects and large equipment purchases under one line item in the budget.
  - Discussed having Andrea review the general ledger on a quarterly basis.
  - Discussed looking into a new software program for accounting.
- 3. Meet with Jason Tardiff regarding manhole project.**
  - Mr. Tardiff was not present at meeting.
  - Commissioners approved to send a letter requesting the appropriate documentation needed and to sign contract. Commissioners will hand deliver letter to Mr. Tardiff.

- Commissioners requested scheduling a special meeting on October 22, 2013 at 4:00 to meet with Mr. Tardiff and sign contract.

**4. Pete Boettcher updates.**

- Chemical/PH lines have been installed however still need to complete the final piping. The gas lines have been installed and are active however, waiting for Gas Company to finish the installation. Set up of new computers for Dana, Andrea and Jeff have been started.
- Discussed receiving quotes for all pavements needed at the facility instead of going out to bid due to time constraints. Commissioners agreed that would be allowed as long as three (3) quotes were received.
- Currently working on preparing projects for 2014.

**5. Opening of Bid proposals for Bid # Heating System.**

- Michael Trainque opened the two bids received.
- Denron-\$15,412.00 & J. Lawrence Hall-\$21,150.00 with an option 1 of \$1,470.00
- Michael will review bid documents and give a final analysis at the October 29, 2013 meeting to be voted on and a contract awarded.

**6. Review and approve 3<sup>rd</sup> quarter sewer rents.**

- Carl made a motion to approve the 3<sup>rd</sup> quarter sewer rents in the amount of \$112,029.23. Larry seconded the motion. Motion passed and sewer warrant was signed.

**7. Minutes for October 1, 2013.**

- Carl made a motion to accept the minutes of October 1, 2013 as typed. Larry seconded the motion. Motion passed and minutes signed.

**8. Review and discuss heating prebuy.**

- Andrea informed the board there was a discrepancy in the heating bill and requested to table the prebuy until issue was resolved with Liberty Utilities.
- Carl made a motion to table the heating prebuy. Larry seconded the motion. Motion passed.

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

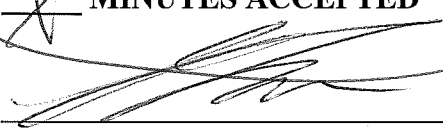
- Reviewed and discussed proposal to have tank 7, grease holding tank, cleaned. Carl made a motion to approve up to \$4,500 for cleaning of tank 7. Larry seconded the motion. Motion passed.
- Dana informed the board that Andrea was called in on Saturday due to computer issues by an operator. The operator did not follow protocol and call the Superintendent first. Dana asked Commissioners if Andrea's 2 hour call back be approved. Commissioners agreed to pay for the 2 hour call back.
- Andrea asked the Commission if the septage hauler late notices be sent on the 17<sup>th</sup> instead of the 16<sup>th</sup> as the regulations state due to the Holiday. Commission agreed

the letters can be sent on the 17<sup>th</sup>. Andrea update on budget: spent 65.7% of total budget to date which is below the average at this time of year.

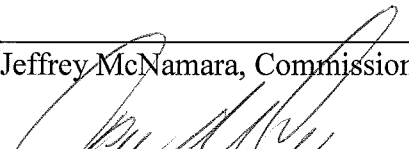
With no further business to discuss, Commissioner Caporale motioned to adjourn, second by Chairman Anderson. The motion carried by unanimous vote; the meeting was adjourned at 6:25 PM.

☒ **MINUTES ACCEPTED**


☐ **WITH AMENDMENT**

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

10-29-13  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

10-29-13  
\_\_\_\_\_  
Date