

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

DATE: December 10, 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 and Jeffrey McNamara

Commissioners absent:

Staff present: Andrea Martel Administrative Assistant.

Other public present: Pete Boettcher; Michael Trainque Hoyle & Tanner; and Harold Thompson.

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

ORDER OF BUSINESS:

- 1. Review correspondence, disbursements and purchase orders.**
 - Commissioners signed checks and purchase orders.
- 2. November 26, 2013 minutes.**
 - Carl made a motion to accept the minutes of November 26, 2013 as written. Jeffrey seconded the motion. Motion passed and minutes signed.
- 3. Pete Boettcher updates.**
 - PH/Dechlor project: chemical line has been installed and waiting for final piping to be completed.
 - Heating project: Denron has started the work per the heating contract.
 - Other: all paving at the plant has been completed; water line in septage building has been completed; new T-4 transfer pump has been ordered; working on 2014 projects with Dana and Jeff; lay out for scale programming has been started; metal stairs have been ordered; and flow meter for pump station has been ordered.

4. Michael Trainque from Hoyle, Tanner updates.

- Looking at other vendors to supply more efficient blowers. Pricing for blowers are starting to come in and are being reviewed. Will have more to update at next meeting.

5. Discuss employee pot luck lunch.

- Discussed employee Christmas Eve pot luck lunch. All staff signs up to bring in a dish. Commission agreed to pay for the ham.

6. Update on 2013 budget.

- Andrea reviewed year to date expenses and projects. All projects are classified under the "PROJECT" line in the budget instead of under repair and replace line item as directed by the auditors.

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

- Andrea: Discussed final year end meeting. Everyone agreed to have the meeting on December 30th at 4:30. Discussed installing a new sewer main on Granite Street. Commissioners agreed to have interns back for the 5 week period to work on VUE Works.
- Dana: No business to discuss.
- Other: No other business to discuss.

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 5:05 PM.

✓ **MINUTES ACCEPTED**


 WITH AMENDMENT



Lawrence Anderson, Chairman

1-21-14

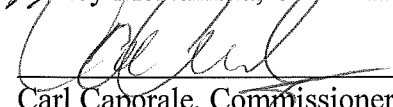
Date



Jeffrey McNamara, Commissioner

1-21-14

Date



Carl Caporale, Commissioner

1-21-14

Date