

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

**DATE:** January 21, 2014

**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: Dana Clement Superintendent; Jeff Backman Assistant Superintendent; and Andrea Martel

Administrative Assistant.

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

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

**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **December 10, 2013:** Commission reviewed minutes as typed. Carl made a motion to accept the minutes of December 10, 2013 as typed. Jeffrey seconded the motion. Motion passed unanimously and minutes were signed.

**II. PROJECT UPDATES**

- a. **Michael Trainque:** Discussed blower upgrades; reviewed draft proposal; and discussed performance contract with Siemens. Dana would like to narrow the scope of work in detail with Staff and Mike. No decisions made.
- b. **Pete Boettcher:** Reviewed quotes as follows: River Road pump station flow meter install. PRB Construction quote price: \$2,200. Discussed having two septage trucks from Felix at pump station during install. Carl made a motion to accept the quote from PRB Construction in the amount of \$2,200 for the meter install at River Road pump station. Jeffrey seconded the motion. Motion passed unanimously. Second quote: install new 4" transfer pump in pump house,

remove existing 3" pump, and all necessary piping and valves. PRB Construction quote price: \$7,800. Carl made a motion to accept the quote from PRB Construction in the amount of \$7,800 to install new pump. Jeffrey seconded the motion. Motion passed unanimously.

### **III. NEW BUSINESS**

- a. Discuss letter from SAU 53 regarding sewer location:** Reviewed letter and discussed camering sewer line. The School Board was notified the sewer line will not be camered until the spring. Commission requested Andrea to investigate the property for lot lines, owner, and possible location of sewer line prior to spring.
- b. Review new hauler application:** Commission reviewed new hauler "Stone Septic" application, insurance policy and credit referral. Carl made a motion to accept the application with a limit of \$2,500 per month for six months and a net of 15 days. Jeffrey seconded the motion. Motion passed unanimously.
- c. Discuss hiring of personnel:** Dana informed Commission that over 80 resumes were received for the Operations and Maintenance Assistant position and under 10 resumes received for the Operator II position. Applicants are being scheduled for interviews and recommendations will be available for Commission at the next scheduled meeting.

### **IV. OLD BUSINESS**


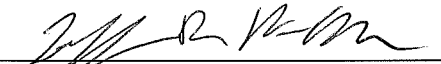
- a. Update on Ferry Street property:** Dana updated Commission a draft contract and petition warrant article are ready. No further discussion or decisions made.
- b. Update on 2013 budget:** Andrea updated Commission that the 2013 budget has been closed and the balance of \$306,000 has been moved to the carryover budget per Auditors. Discussed petty cash account. Carl made a motion to run petty cash account to a \$0.00 balance and close out. Jeffrey seconded the motion. Motion passed unanimously. Carl made a motion all future "petty cash" purchases be done using credit card and each year to change the name on the card to the Chair. Jeffrey seconded the motion. Motion passed unanimously.

### **V. CORRESPONDENCE & OTHER BUSINESS**

- a. Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed.
- b. Review of any business with Administrative Assistant, Assistant Superintendent and Superintendent:** Andrea updated on the Accounting Software research as requested by the Auditors. Auditors agreed that Quickbooks can be used with the changes made. Commission agreed to stay with current account software. Andrea reviewed email from Attorney regarding Peterborough Septic outstanding balance. Mr. Frink has agreed to make

monthly payments of \$500.00 starting on April 15, 2014. Carl made a motion to accept the payment arrangement of \$500.00 per month for Peterborough Septic outstanding balance and to include interest and all legal costs. Jeffrey seconded the motion. Motion passed unanimously. Andrea updated total hauled waste received in 2013 was 18,777,307 gallons a decrease of 7.79% from 2012. Dana updated on loader repairs needed such as two tires need to be replaced in the fall, need a bigger bucket, brakes need to be replaced, and need to add weights on back for lifting of magnetite. Commission requested to look into pricing for a new loader. Discussed property on School Street that has potential for new pump station and force main. Commission requested Andrea and Dana to meet with contact person and discuss options.

With no further business to discuss, Commissioner McNamara motioned to adjourn, second by Commissioner Caporale. The motion carried by unanimous vote; the meeting was adjourned at 7:05 PM.

<u>✓</u> MINUTES ACCEPTED	<u>      </u> WITH AMENDMENT
	2-4-14
Lawrence Anderson, Chairman	Date
	2-4-14
Jeffrey McNamara, Commissioner	Date
 Carl Caporale, Commissioner	 Date