

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

**DATE:** February 4, 2014

**PLACE:** Allentown 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; Jeffrey McNamara and Carl Caporale via Skpe.  
Commissioners absent:  
Staff present: Dana Clement Superintendent; Jeff Backman Assistant Superintendent; and Andrea Martel Administrative Assistant.  
Other public present: Michael Trainque Hoyle & Tanner.

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

**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **January 21, 2014:** Commission reviewed minutes as typed. Jeffrey made a motion to accept the minutes of January 21, 2014 as typed. Carl seconded the motion. Motion passed unanimously and minutes were signed.

**II. PROJECT UPDATES**

- a. **Michael Trainque:** Updated Commission about meeting held to discuss the scope and creating a focus for the blower upgrade. Mike informed the Board there may be an option for a pilot test at the Treatment Facility for a bubbling system. Discussed CMOM phase II contract. Due to the extensive work done by John Jackman the contract went over the approved amount by \$4,334.43. Carl made a motion to approve payment to HTA in the amount of \$4,334.43 for the CMOM phase II. Jeffrey seconded the motion. Motion passed unanimously. Andrea will process the payment. Andrea requested HTA to update the schematic to the plant process. Mike stated he can complete this at no charge.

### **III. NEW BUSINESS**

- a. Review and sign 4<sup>th</sup> quarter Sewer Warrant:** Reviewed the 4<sup>th</sup> quarter sewer warrant. Jeffrey made a motion to accept the Warrant in the amount of \$102,867.07 for the 4<sup>th</sup> quarter sewer usage. Carl seconded the motion. Motion passed unanimously and warrant was signed.
- b. Discuss hiring of personnel-Nonpublic session under RSA 91-A:3 II (b):** Jeffrey made a motion to go into nonpublic session at 5:20 PM. Carl seconded the motion. Motion passed unanimously.

Jeffrey made a motion to come out of nonpublic session at 5:35 PM. Carl seconded the motion. Motion passed unanimously.

Jeffrey made a motion to hire Jeffrey Paolino effective February 10, 2014 at \$14.25 per hour. Carl seconded the motion. Motion passed unanimously.

### **IV. OLD BUSINESS**

- a. Discuss purchase of remaining manhole covers for project:** Andrea and Dana reviewed the projected 2014 sewer projects. Carl made a motion to approve the purchase of 15 hinged manhole frame and covers with logo. Jeffrey seconded the motion. Motion passed unanimously.

Dana informed the Board that bid proposals are being completed however, the bid proposals will be for general work for the year and not for a specific project. The bid proposals will be for cleaning and camera, sewer main repairs, and manhole repairs.

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

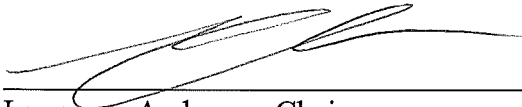
- a. Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed.
- b. Review of any business with Administrative Assistant, Assistant Superintendent and Superintendent:**
  - i. Jeff updates:** discussed effluent rates for Haulers. The current rate is set at \$0.03 per gallon and was not changed when the other rates were updated. Commissioners asked to check with other Wastewater Facilities and check their rates to compare.
  - ii. Andrea updates:** reviewed press release regarding Sewer Rate. Commission approved. Discussed adding scan check service to Quickbooks for depositing of payments received. Commission approved adding scan check service. Updated Board fish tank has severe crack and needs to be replaced. Commission approved the purchase of a new fish tank.

- iii. **Dana updates:** Jeff has started the programming for disinfection and Dana has started the programming for the scale arms. ASC will be reimbursed \$45,000 from NH Department of Environmental Services for Canal Street sewer main project. Update on server-still waiting for application and license.

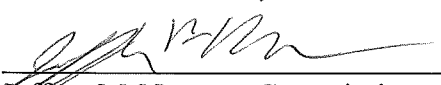
With no further business to discuss, Commissioner McNamara motioned to adjourn, second by Commissioner Caporale. The motion carried by unanimous vote; the meeting was adjourned at 5:38 PM.

           **MINUTES ACCEPTED**

           **WITH AMENDMENT**

  
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Lawrence Anderson, Chairman

3-4-14  
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Date

  
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Jeffrey McNamara, Commissioner

3-4-14  
\_\_\_\_\_  
Date

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

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Date