

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

DATE:

May 29, 2012

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.

In attendance were: Jeffrey McNamara Chairman; Lawrence Anderson Commissioner; Carl Caporale Commissioner; Michael Trainque Hoyle & Tanner; Dana Clement Superintendent; and Andrea Martel Administrative Assistant.

ORDER OF BUSINESS:

Jeffrey opened the meeting at 4:30 PM.

- 1. Review correspondence, disbursements and purchase orders.**
 - Reviewed and signed all disbursements and purchase orders.
- 2. Meeting minutes for May 15, 2012.**
 - Reviewed minutes as written. Larry made a motion to accept the minutes as written. Carl seconded the motion. Motion passed unanimously.
- 3. Sewer Abatement for 56 Turnpike Street.**
 - Reviewed abatement request. After calculating the average usage it was determined that 269,323 gallons was in excess of average usage. The dollar amount to be abated would be \$2,046.85. Carl made a motion to deny the application based on lack of evidence from property owner. Larry seconded the motion. Motion passed.
- 4. Discuss Commission meeting schedule.**
 - Reviewed dates of Commissioners meeting for the remainder of 2012. The Commissioners agreed to have one meeting a month at 4:30 pm and another at 6:00 pm.

5. Al's Avenue and Oak Street manhole project.

- Reviewed quote from Smith & Felix Pipeline Services, LLC in the amount of \$6,000.00. Project is to place a new manhole structure on Al's Avenue and connect the end of Oak Street sewer main. Original quote was for \$22,500.00, which also included removing a manhole structure and reconnecting the sewer main. Carl made a motion to approve quote in the amount of \$6,000.00. Larry seconded the motion. Motion passed unanimously.

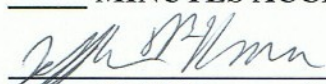
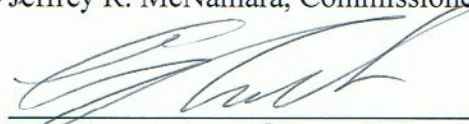
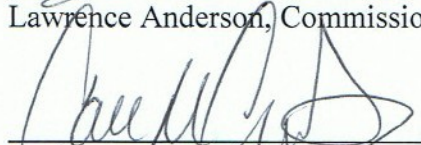
6. Review projects for Capital Improvement Plan (CIP).

- Discussed project applications submitted to the CIP Committee. Also reviewed other projects to be completed at the facility that will be part of up coming budgets and briefly went over that a condition and critically assessment needs to be completed before projects can be scheduled.

7. Review any old or new business with Administrative Assistant and Superintendent, including updates of current facility projects.

- Dana asked commissioners about purchasing shorts for operators through uniform company G&K Services. Dana needs to find out more information, no decision made.
- Reviewed current status of budget. Commissioners requested to see the percentage of the total budget at the bottom of the minor budgets on the report.
- Mike Trainque of HTA updated that the final change order #3 was approved. The contract for amendment #2 was reviewed and signed by Chairman Jeff McNamara.
- Mike also advised that the drawings for the new septage receiving station would be ready next week.
- Dana informed commissioners modifications are being done to tank 7 as well as changes to management practices to allow for increased grease deliveries, possibly five days a week as previously requested by Commissioners.

With no further business to discuss, Commissioner Lawrence Anderson motioned to adjourn, second by Commissioner Carl Caporale motion carried by unanimous vote, meeting adjourned at 5:50 PM.

<input checked="checked" type="checkbox"/> MINUTES ACCEPTED	<input type="checkbox"/> WITH AMENDMENT
 _____ Jeffrey R. McNamara, Commissioner	6-12-2012 _____ Date
 _____ Lawrence Anderson, Commissioner	6-12-12 _____ Date
 _____ Carl Caporale, Commissioner	6-12-12 _____ Date