

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

DATE: March 4, 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; Jeffrey McNamara

Commissioners absent: Carl Caporale

Staff present: Dana Clement Superintendent; Jeff Backman Assistant Superintendent; and Andrea Martel
Administrative Assistant.

Other public present: Peter Boettcher; 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. **February 4, 2014:** Commission reviewed minutes as typed. Jeffrey made a motion to accept the minutes of February 4, 2014 as typed. Larry seconded the motion. Motion passed and minutes were signed.

II. PROJECT UPDATES

- a. **Michael Trainque:** Reviewed and discussed Task Order 2014-01 (Rodger Road Sewer Evaluation). Discussed recouping costs from homeowners and the current costs paid to date for work done on private sewer line. Jeffrey made a motion to accept Task Order 2014-01 in the amount of \$3,600.00 for the benefit of the Town and to prevent eviction of homeowners connected to the private sewer line. Larry seconded the motion. Motion passed and task order was signed by Commission and Engineer. Other updates: currently working on an outline for the energy performance upgrade and will be scheduling the startup of the headworks loading testing.

- b. **Pete Boettcher:** The final fire alarm testing is scheduled for March 6, 2014. The flow meter has finally been shipped for the River Road pump station. Discussed possible pilot testing for mixing of tanks. No decisions made.

III. NEW BUSINESS

- a. **Review hauler application:** Reviewed hauler application submitted by Henniker Septic, LLC. Reviewed hauler account policy. Jeffrey made a motion to accept the hauler application with the following conditions: 1) pay on delivery accounts are due and payable upon delivery of hauled waste. 2) Payment may be made by cash, check, or charge card; upon the first instance of an uncollectable instrument at the time of payment, the account shall revert to cash or charge card only. Conditions will remain in effect until further notice by the Commission. Larry seconded the motion. Motion passed.
- b. **Review FOG Flyer to sewer users:** Commission reviewed flyer created by Andrea to send to sewer users with the 1st quarter sewer bills. Flyer informs users of the do's and don'ts of what can be put down sinks and toilets. Commission approved flyer.
- c. **Discuss hiring of personnel under RSA 91-A:3 II (b):** Jeffrey made a motion to hire Roger Wadleigh effective March 3, 2014 at \$18.25 per hour. Larry seconded the motion. Motion passed.

IV. OLD BUSINESS

- a. **No old business to discuss.**

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:** March 19, 2014 there will be testing of the river for permit renewal. There is one more testing remaining.
 - ii. **Andrea updates:** Signed the sewer user adjustment journal from August 2013 to February 2014. Signed the hauler account balance from August 2013 to February 2014. Reviewed quotes for repairing 10 manholes and cleaning/televise sewer mains and manholes. Larry requested to have the three (3) manholes with no inverts added to the 10 manhole quote. Quotes approved to be sent out to vendors. Submission date of April 15, 2014 set to have quotes received for review. Reviewed total hauled waste and grease totals received to date.
 - iii. **Dana updates:** Updated on loader: exhaust located in the engine compartment has come off however, maintenance has created a

temporary fix; reviewed pricing for the purchase of a new loader; discussed VUE Works training at the plant for staff and Town personnel; Commission approved renewing subscription for Union Leader for Monday thru Friday service. Tabled discussion on new loader until next meeting. No decisions made.

With no further business to discuss, Commissioner McNamara motioned to adjourn, second by Chairman Anderson. The motion carried by unanimous vote; the meeting was adjourned at 6:15 PM.

 4 MINUTES ACCEPTED

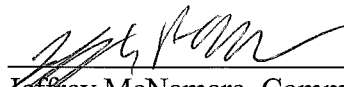
 WITH AMENDMENT



Lawrence Anderson, Chairman

3-18-14

Date



Jeffrey McNamara, Commissioner

3-18-14

Date

Carl Caporale, Commissioner

Date