

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

DATE: March 18, 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; Harold Thompson; Sylvia Bartlett; Robert Bartlett; Karen LeBlanc; and

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

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **March 4, 2014:** Commission reviewed minutes as typed. Jeffrey made a motion to accept the minutes of March 4, 2014 as typed. Larry seconded the motion. Motion passed and minutes were signed.

II. PROJECT UPDATES

- a. **Michael Trainque:** Discussed findings report for the private sewer line on Rodger Road. Report was reviewed and sent to John Jackman for corrections and submission. Reviewed draft scope for facility upgrade and the order of priority in which items need to be addressed for upgrades. Discussed different options for mixing of tanks. Updated John will be meeting with Pembroke Water Works to discuss VUE Works.
- b. **Pete Boettcher:** Reviewed quote from Titan Electric to replace the conduit located on the back side of the tanks that was damaged. Price: \$2,535.00.

Commission approved quote. Discussed building a guard rail system to protect the conduit from being damaged again. The system would be made using 6x6 posts every 4' on the back side of the tanks. No decision made, to be discussed when more information is available. Flow meter at River Road pump station will be installed by PRB Construction on March 25, 2014. Discussed issues with the final billing detail for the railing and stairs. Discussed purchasing or leasing a 5th Septage roll-off can to use during busy times of the year. The cost to purchase the roll-off can is \$30,000.00. No decisions made.

III. NEW BUSINESS

- a. **Discuss Constellation NewEnergy Inc. load response agreement:** Reviewed draft proposal agreement. Projected revenue over a four year period is expected to be \$14,161.00. The load response agreement states the Treatment Facility will go off the electrical grid when called upon to do so and go on generator power. Commission agreed to sign agreement, Dana will get a final agreement with vendor for signature.

IV. OLD BUSINESS

- a. **Update on Rodger Road sewer line:** Dana gave an overview of the issue regarding the private sewer line. The homeowners present at the meeting stated their concern about the cost to repair the sewer line. Dana informed everyone present that the Town is handling the issue and the Sewer Department has no authority or control over the repair to the private sewer line.
- b. **Update on loader:** Dana informed Commission that Russell and he is scheduled to go to Merrimack on March 20, 2014 to view a loader. At this time still waiting for pricing and information.

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:** Reviewed list of the projects pending to be completed at the Treatment Facility, most parts have been received for the work, currently working on the piping in the Dechlor building.
 - ii. **Andrea updates:** Reviewed EFT authorization form to allow all Town Departments to pay for the sewer bill electronically. Commission approved form.
 - iii. **Dana updates:** Discussed the Town's new process for accounts payable. Andrea will be meeting with Diane to discuss new process and modify for the Sewer Department. The new process allows all invoices to be received and paid electronically.

- iv. **Other:** Larry requested election of officers be held off until the next meeting to allow for Carl to be present. No objections. Larry asked if Dana and Jeff would consider hiring Shawn. Dana and Jeff will consider and bring a decision to Commission at next meeting.

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 6:16 PM.

✓ **MINUTES ACCEPTED**

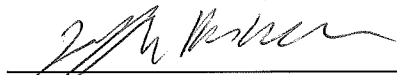
 WITH AMENDMENT



Lawrence Anderson, Chairman

4-1-12

Date



Jeffrey McNamara, Commissioner

4-1-14

Date

Carl Caporale, Commissioner

Date