

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

DATE: April 15, 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; and Carl Caporale (Skype)

Commissioners absent:

Staff present: Dana Clement Superintendent; Jeff Backman Assistant Superintendent; and Alyson King Office 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. **April 1, 2014:** Commission reviewed minutes as typed. Carl made a motion to accept the minutes of April 1, 2014 as typed. Jeffrey seconded the motion. Motion passed and minutes were signed.

II. PROJECT UPDATES

- a. **Michael Trainque:** Working on creating task orders for the sewer line on the railroad easement and replacement of sewer main on a portion of River Road. Received invoice for annual subscription to VUE Works Asset Management Program. Discussed amending CMOM (Capacity Management Operations and Maintenance) task order to allow for John Jackman to continue working with staff. Commission agreed to amend current task order.
- b. **Pete Boettcher:** Discussed and reviewed quote received for Septage grinder from JWC. Quote: \$11,012.00-purchase replacement parts and send old parts back to JWC \$11,303.00-purchase new grinder and keep old grinder for spare

parts. Carl made a motion to approve the purchase of a new grinder and keep old grinder for spare parts. Jeffrey seconded the motion. Motion passed unanimously. Updated received two (2) of the three (3) requested quotes for new mixing system. Updated flow meter at River Road pump station has been installed and wiring has been completed. Programmer will be coming to set up and provide training. All other projects are moving ahead as scheduled.

III. NEW BUSINESS

- a. Review and approve 1st quarter Sewer Billing:** Carl made a motion to accept the 1st quarter sewer billing in the amount of \$98,870.52. Jeffrey seconded the motion. Motion passed unanimously and warrant was signed.
- b. Open and review quotes for manhole project:** Mike opened quotes and read: Felix Septic Service: \$16,300; Willima Davis Excavation: \$24,267.00. Carl made a motion to select Felix Septic Service quote in the amount of \$16,300.00 to complete work. Jeffrey seconded the motion. Motion passed unanimously.
- c. Open and review quotes for cleaning and televise line project:** Mike opened quotes and read: Felix Septic Service: \$10,000.00. Felix is the only contractor to submit a quote. Commission approved Felix Septic Service to complete proposed work once quote has been corrected to show unit costs.
- d. Discuss Court Street road condition:** Dana updated: received a complaint from a home owner of Court Street stating the sides were washing out and wanted someone to correct the issue. A staff member went to Court Street and inspected along with taking pictures. Commission requested Dana speak with Town Administrator.

IV. OLD BUSINESS

- a. Discuss repair/replace of loader:** Reviewed and discussed updated pricing from Beauregard and John Deere. Carl made a motion to purchase the John Deere loader in the amount of \$83,000.00. Jeffrey seconded the motion. Motion passed unanimously.
- b. Discuss hiring of personnel:** Discussion tabled until next meeting.
- c. Energy demand response program:** Discussion tabled until next meeting.

V. CORRESPONDENCE & OTHER BUSINESS

- a. Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed.
- b. Signing of March hauler billing detail and sewer user adjustment journal:** Carl made a motion to accept the March hauler billing detail and sewer user adjustment journal. Jeffrey seconded the motion. Motion passed unanimously and both documents were signed.

c. Review of any business with Administrative Assistant, Assistant Superintendent and Superintendent:

- i. Jeff updates:** Purchase orders have been created to purchase all chemicals for the year instead of when needed.
- ii. Andrea updates:** Not present, no updates.
- iii. Dana updates:** Received a sewer abatement request for 18-20 Ferry Street due to a water line break. Carl made a motion to approve abatement after Andrea completes the proper calculations. Jeffrey seconded the motion. Motion passed unanimously. Discussed Merrimack River Study. Dana is currently working on getting a time line on when results will be completed and published.

With no further business to discuss, Commissioner McNamara motioned to adjourn, second by Chairman Caporale. The motion carried by unanimous vote; the meeting was adjourned at 6:10 PM.

☒ **MINUTES ACCEPTED**


☐ **WITH AMENDMENT**



Carl Caporale, Chairman



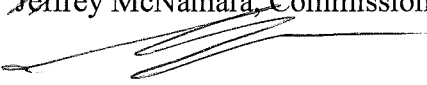
Date



Jeffrey McNamara, Commissioner



Date



Lawrence Anderson, Commissioner



Date