

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

**DATE:** May 13, 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: Carl Caporale Chairman; Jeffrey McNamara; and Lawrence Anderson

Commissioners absent:

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 Caporale,**

**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **April 15, 2014:** Commission reviewed minutes as typed. Larry made a motion to accept the minutes of April 15, 2014 as typed. Jeffrey seconded the motion. Motion passed and minutes were signed.

**II. PROJECT UPDATES**

- a. **Michael Trainque:** Reviewed draft task order 2014-01 for Railroad Easement sewer-design in the amount of \$10,400.00 with option of additional survey work to West Street for \$500.00. Task order was tabled until after meeting with home owners and Board of Selectmen. Reviewed task order 2013-02 Amendment #1 for CMOM plan assistance and asset management program in the amount of \$7,500.00. Larry made a motion to accept the amended task order 2013-02. Jeffrey seconded the motion. Motion passed unanimously and task order document was signed.

**Carl motioned for a 10 minute recess at 5:20 PM. Board approved.**

- b. **Pete Boettcher:** Updated on mixing project: received and reviewed four (4) quotes received and determined that it is best to install the selected mixing system to be installed in tank 8 to ensure it will work with the existing process. Commissioners agreed to move forward with purchasing the required equipment and supplies needed to install mixing in tank 8. Discussed replacing grinder for transfer pump. Commission signed purchase order to approve replacement.

### **III. NEW BUSINESS**

- a. **Discuss E-Treasury:** Andrea updated the Commission that the Sewer Fund is now active using E-treasury. Vendors selecting to be paid using EFT will be required to complete authorization form.
- b. **Discuss River Road sewer line:** The end of the sewer main on the portion of River Road between Route 28 and Turnpike Street has not been located at this time. Staff will be going to re-televising sewer lateral and locate main. Commission agreed to have a contractor dig up end of sewer lateral once located and install a clean out in both directions to allow for televising sewer main and locate end of line to install a proper manhole.
- c. **Discuss BBQ for Septage Haulers:** Discussed having a BBQ for the haulers in August. Staff from ASC will be doing a presentation to NHASH in June and would like to announce the BBQ. Commission approved with a budget not to exceed \$500.00 and create a flyer to send out.
- d. **Discuss NHWPCA summer meeting:** Andrea informed the Commission the NH Water Pollution Control Association summer meeting will be on the Mount Washington Boat. Requested who will be attending to purchase tickets for staff to attend. Carl and Jeff will not be able to attend, Larry will be attending.

### **IV. OLD BUSINESS**

- a. **Discuss hiring of personnel:** Carl made a motion to hire Aria Carbonneau to work up to five (5) hours per week at \$11.00 per hour effective immediately for the custodial position. Larry seconded the motion. Motion passed unanimously.

### **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 April hauler billing detail and sewer user adjustment journal:** Documents were reviewed and signed.
- c. **Review of any business with Administrative Assistant, Assistant Superintendent and Superintendent:**
  - i. **Jeff updates:** Purchased a cover to sludge container that holds grit from headworks, received two (2) odor complaints on May 12 due to chemical

pumps not functioning properly. Currently down a Septage can due to being out for repairs. All cans will be taken out for repairs to the hinges one at a time.

- ii. **Andrea updates:** The 2013 audit has been completed and waiting for final adjustments; received the CMOM report back from Department of Environmental Services and has been accepted with several pages of comments to be addressed before next submission; discussed manhole on Canal Street-looking to add as a change order to Felix contract and repair this year-Commission requested to hold off until 2015; discussed subscribing to Merrimack County Registry of Deeds-will look into cost if any and get back to Commission; discussed adding Commissioners to notification listing for odor complaints-Board agreed to be put on the list; reviewed and discussed opening a TD Bank business credit card account-letter was signed to open account; discussed creating an email to receive invoices from vendors to move towards a paperless accounts payable system-Board agreed to create [invoice@allentownnh.gov](mailto:invoice@allentownnh.gov); discussed purchasing of hats with logo on it for staff and commissioners-Board agreed to purchase.
- iii. **Dana updates:** Discussed sending the Septage rocket ship and other metals on property to scrap-Board agreed to send all metals to scrap and deposit funds into checking account as miscellaneous income; discussed information request form and policy-need to create a policy to Board to review; still waiting for box plow issue on loader to be resolved-check has not been issued; flow meter that was recently installed at River Road pump station is still not functioning-waiting for vendor to correct issues.


With no further business to discuss, Commissioner Anderson motioned to adjourn, second by Commissioner McNamara. The motion carried by unanimous vote; the meeting was adjourned at 7:10 PM.

✓ **MINUTES ACCEPTED**

       **WITH AMENDMENT**

  
Carl Caporale, Chairman

5-27-14  
Date

  
Jeffrey McNamara, Commissioner

5-27-14  
Date

  
Lawrence Anderson, Commissioner

5-27-14  
Date