

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

**DATE:** July 8, 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; Andrea Martel Administrative Assistant; and Jeff Backman Assistant Superintendent.

Other public present: Peter Boettcher; Michael Trainque Hoyle & Tanner; and Harold Thompson

**Meeting was called to order at 4:33 PM by Chairman Caporale,**

**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **June 10, 2014:** Commission reviewed minutes as typed. Larry made a motion to accept the minutes of June 10, 2014 as typed. Carl seconded the motion. Motion passed and minutes were signed.

**II. PROJECT UPDATES**

- a. **Michael Trainque:** Kick off meeting for the development of local limits has been completed. Staff and HTA working on gathering data. Briefly discussed Town Highway Bond Project status.
- b. **Pete Boettcher:** Electricians have started installing piping for camera's; reviewed draft of dedication plaque for Septage Receiving Station- Commissioners approved plaque; and dechlor has been put on line and has been running well for about a week.

### **III. NEW BUSINESS**

- a. Fixed Asset Management Policy:** Reviewed policy as written. Commissioners requested for Administrative Assistant to check with auditors to verify if the \$5,000 can be changed to a higher amount under Section 2.0-Capitalized fixed assets.
- b. Liability insurance for Facility:** Reviewed and discussed the property & liability insurance. Commissioners requested to have Administrative Assistant add the generator and scale to the property listing and set up a meeting with staff to discuss any possible scenarios the Facility could have and if they would be covered under the policy. After set up a meeting with the Insurance Carrier and go over all the questions.
- c. 2<sup>nd</sup> quarter sewer warrant:** Tabled until next meeting due to warrant not being ready for review and approval.

### **IV. OLD BUSINESS**

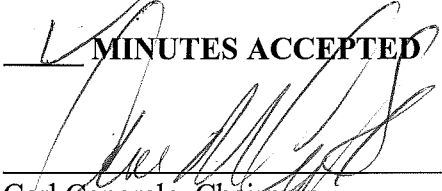

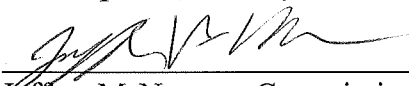
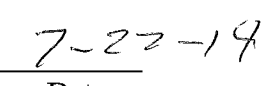

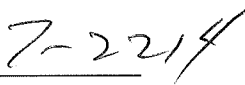
- a. Review quotes for install of clean out on River Road:** Reviewed quotes as submitted: Felix Septic Service-\$1,000; Jeffers Excavation-\$2,500; and Fiddler's Farm-\$1,450. Commissioners tabled approval. Requested Collection System Manager to create a standard quote and send to bidders for completion and resubmit.
- b. Update on manhole repair project:** Andrea updated the contract with Felix Septic Service for the 15 manhole repairs is pending, no further discussion.
- c. Update on Town Road Bond project:** Discussed during section with Mike Trainque.

### **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 June sewer adjustment journal & hauler billing:** Commissioners signed documents as needed.
- c. Review of any business with Administrative Assistant, Assistant Superintendent and Superintendent:**
  - i. Jeff updates:** Will be working on mixing improvements this summer; terminated the Operations and Maintenance Assistant on June 18, 2014; advertising for replacement; modifications have been completed to the Septage receiving station due to the metal on the cans are corroding.

- ii. **Andrea updates:** Reviewed quote to purchase two (2) air purifiers for office and lunch room areas. Commissioners denied purchase. Reviewed and discussed most current Capital Reserve Account balances.
- iii. **Dana updates:** Contacted by an engineering firm to discuss the private sewer lateral for 3 West Street; discussed the employee evaluation form and employee reviews. No decisions made.

With no further business to discuss, Commissioner McNamara motioned to adjourn, second by Commissioner Anderson. The motion carried by unanimous vote; the meeting was adjourned at 7:00 PM.

| <u>MINUTES ACCEPTED</u>   | <u>WITH AMENDMENT</u>  |
|---|--|
| <br>_____<br>Carl Caporale, Chairman         | <br>_____<br>Date  |
| <br>_____<br>Jeffrey McNamara, Commissioner  | <br>_____<br>Date  |
| <br>_____<br>Lawrence Anderson, Commissioner | <br>_____<br>Date |