

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

DATE: July 22, 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 4:34 PM by Chairman Caporale,

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **July 8, 2014:** Commission reviewed minutes as typed. Larry made a motion to accept the minutes of July 8, 2014 as typed. Jeff seconded the motion. Motion passed and minutes were signed.

II. PROJECT UPDATES

- a. **Michael Trainque:** Updated the Commission on the 1st public hearing held by the Town in regards to the Road Bond project. Discussed Library Street force main that needs to be installed and test borings needed on Heritage Drive and Townhouse Road.
- b. **Pete Boettcher:** Water line/hydrant project has been completed with a few minor issues to address. Camera surveillance install is about 75% complete due to waiting for parts to come in. Electricians are doing other work at the plant until parts arrive.

III. NEW BUSINESS

- a. **2nd quarter sewer warrant:** Commissioners reviewed warrant. Jeff made a motion to accept the 2nd quarter Sewer Warrant in the amount of \$124,927.70. Larry seconded the motion. Motion passed unanimously and warrant was signed.
- b. **1st review of Sewer Use Ordinance:** Briefly discussed the definition for a bedroom. Commissioners agreed to have section 2 read and ready with questions for the August 19, 2014 meeting.

*Carl made a motion to take a 5 minute recess at 5:38 PM. Larry seconded motion. Passed
Came out of recess at 5:45 PM*

IV. OLD BUSINESS

- a. **Fixed Asset Management Policy:** Carl made a motion to table further discussion. Larry seconded the motion. Motion passed unanimously.
- b. **Update on manhole repair project:** Andrea updated the contract with Felix Septic Service for the 15 manhole repairs has been completed with all appropriate change orders. Reviewed and discussed manhole B43.1 on Hamel Avenue regarding the structure being private or public. Commissioners requested Andrea to research the history of that section of line and report at next meeting.
- c. **Personnel policy review:** Dana requested to table discussion until after personnel reviews were completed. Will need to make appropriate changes to policy to reflect new review procedures. Carl made a motion to table further discussion as requested. 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. **Review of any business with Administrative Assistant, Assistant Superintendent and Superintendent:**
 - i. **Jeff updates:** Working on setting up interviews to fill the Operations and Maintenance Assistant position. Discussed purchasing boots for the inmates. Commissioners agreed to purchase.
 - ii. **Andrea updates:** Discussed and reviewed quotes for installing clean out at 16 River Road for access to televisc end of line for installation of manhole. Jeffers Excavation-\$2,336.75; Felix Septic Service-no quote

received; Fiddler's Farm-no quote received. Discussed doing the install in house instead of hiring contractor. Carl made a motion to hire Jeffers Excavation to complete work in the amount of \$2,336.75. Larry seconded the motion. Motion passed. Reviewed overtime since January 1, 2014 to current. Carl requested a summary page be available at all meetings for review.

iii. Dana updates: Town is following the legal advice from the Sewer Department attorney and has issued eviction notices to all appropriate parties regarding the private sewer violation. Received a dig safe request on West Street, owners doing test pits for possibly installing septic systems and disconnect from the private sewer line. Discussed boat ramp project is still pending from the Town. Meeting scheduled with contractor to discuss possible new development at the corner of Route 28 and Chester Turnpike.

iv. Other: Harold asked if the Intermunicipal Agreement was going to be updated because Pembroke Sewer Commission would like to address some issues. Dana informed Harold that when the Sewer Use Ordinance is adopted the Intermunicipal Agreement will be updated.

With no further business to discuss, Chairman Caporale motioned to adjourn, second by Commissioner Anderson. The motion carried by unanimous vote; the meeting was adjourned at 6:45 PM.

✓ **MINUTES ACCEPTED**

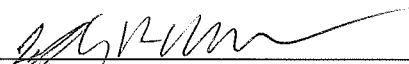
 WITH AMENDMENT



Carl Caporale, Chairman

8-12-14

Date



Jeffrey McNamara, Commissioner

8-12-14

Date



Lawrence Anderson, Commissioner

8-12-14

Date