

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

DATE: June 12, 2012

PLACE: Allenstown Wastewater
Treatment Facility
35 Canal Street

TIME: 6:00 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.

In attendance were: Jeffrey McNamara Chairman; Lawrence Anderson Commissioner; Carl Caporale Commissioner; Michael Trainque Hoyle & Tanner; John Jackman Hoyle & Tanner; Pete Boettcher; Sandy McKenney Selectmen; John Lanzoni Siemens; Donald Bresnahan Siemens; Harold Thompson Pembroke Sewer Commissioner; Dana Clement Superintendent; and Andrea Martel Administrative Assistant.

ORDER OF BUSINESS:

Jeffrey opened the meeting at 6:00 PM.

1. BID OPENING FOR CAMPBELL STREET SEWER PROJECT.

- Mike Trainque opened the sealed envelopes. Bid results are as follows: J. Parker & Daughters Inc. \$102,345.00; DBU Construction \$77,733.00; Steve Sarette & Son Excavation, LLC \$147,130.00; and Felix Septic Service Inc. \$128,192.25.
- Larry made a motion to table a final decision until Hoyle & Tanner can review all bid documents and verify amounts. Carl seconded the motion. Motion passed unanimously.

2. Review correspondence, disbursements and purchase orders.

- Commissioners signed all disbursements and purchase orders. Andrea had asked the board if nameplates for Commissioners could be added to the Staples purchase order and then ordered. Commissioners agreed.

3. Meeting minutes for May 29, 2012.

- Reviewed minutes as written. Larry made a motion to accept the minutes as written. Carl seconded the motion. Motion passed unanimously.

4. Meet with Pete Boettcher for Septage Receiving Station.

- Review of drawings completed by Hoyle & Tanner. Pete informed the board the containers will be built as requested and will take approximately 6-8 weeks to be completed and delivered. Pete requested the board allow him to start contacting contractors for pricing on the completing the project. The board approved.

5. Meet with John Lanzoni from Siemens.

- John went over the Feasibility Study that was completed by Siemens regarding energy saving project. The next step in the process is to advertise for RFQ (request for qualifications) from other Energy Savings Companies. Larry made a motion to move forward with advertising for RFQ's. Carl seconded the motion. Motion passed unanimously.

6. Review quote for roof repairs.

- Quote for Eastern Exterior in the amount of \$35,990.00 is to complete roofs over the blower room and storage rooms. No other quotes were obtained because Eastern Exterior completed the other three roofs last year. Carl made a motion to accept the quote and to have the remaining roofs of the main operations building completed. Larry seconded the motion. Motion passed unanimously.

7. Review any old or new business with Administrative Assistant and Superintendent, including updates of current facility projects.

- Discussed purchasing a washer and dryer for the facility to allow employees to wash t-shirts and sweatshirts. Larry made a motion to have Dana and/or Andrea look into having current or a new uniform company wash and maintain all clothes including t-shirts, shorts and sweatshirts. Carl seconded the motion. Motion passed.
- Andrea informed the board a request that a representative from the Sewer Department join the department head meetings on Monday's at town hall. Commissioners agreed it would be good for someone to attend to keep the open communication among town departments. Dana, Andrea and Jeff would alternate going to the meetings depending on schedule availability.
- Reviewed Intermunicipal Acceptance of Septage Agreement between Allentown and Francetown. Larry made a motion to accept the agreement. Carl seconded the motion. Motion passed unanimously and signed by all Sewer Commissioners.
- Computer updates and upgrades were discussed and reviewed. Larry made a motion to approve the updates and upgrades as proposed in the amount of \$7,859.77. Carl seconded the motion. Motion passed unanimously.
- Dana informed the Commissioners that his medical card was about to expire and is required to maintain his CDL license. Currently Dana is the only employee with a CDL license. Carl made a motion to approve paying for Dana to keep his medical card and CDL license. Larry seconded the motion. Motion passed unanimously.
- Pembroke Water Works (PWW) has asked if the Sewer Department would like to purchase toner for the Lexmark printer in the amount of \$150.00. The PWW Lexmark printer has failed and has one new toner and one half used toner. The Sewer Commission owns the same printer, which is used for Sewer Billing.

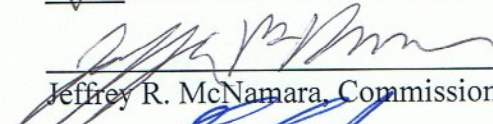
Commissioners agreed to purchase the toner for \$100.00 if the PWW Commissioners approve.

- Mike Trainque, from Hoyle & Tanner updated the Commissioners regarding the boat ramp. Mike met with the landowner Mr. Pike, Police Chief Mulholland, and Road Agent Ron Pelissier. Mr. Pike is not interested in having an easement with the town but would rather the town purchase the 24 acres of land. Still working on gathering quotes from three appraisal companies to complete a survey of the land.
- Watched a video of Oak Street being camera. Found a blockage at 66 feet. Discussed having Felix Septic Service use a snake to try and free the blockage or use Pembroke Sewer Commission (PSC) jetter truck. Commission agreed to use the jetter truck from PSC and then re-camera the line.
- Larry had spoke with Stephanie from Central New Hampshire Regional Planning Commission and there was a question on the Sewer Enterprise Fund. Andrea will contact Stephanie and go over the Capital Improvement Projects funding.
- Carl made a motion to have Commissioner meeting recorded. Larry seconded the motion. Motion passed.

With no further business to discuss, Commissioner Carl Caporale motioned to adjourn, second by Commissioner Lawrence Anderson motion carried by unanimous vote, meeting adjourned at 8:50 PM.

☒ **MINUTES ACCEPTED**

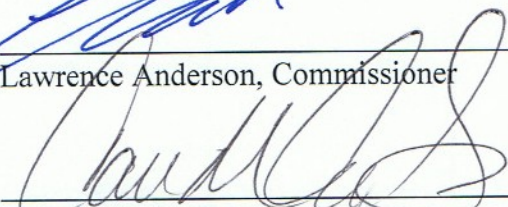
☐ **WITH AMENDMENT**


Jeffrey R. McNamara, Commissioner

6-26-12
Date


Lawrence Anderson, Commissioner

6-26-12
Date


Carl Caporale, Commissioner

6-26-12
Date