

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

**DATE:**

**May 12, 2015**

**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 Business Manager.

Other public present: Michael Trainque; Peter Boettcher; and Harold Thompson.

**Meeting was called to order at 4:30 PM by Chairman McNamara,**

**ORDER OF BUSINESS:**

**I. UNAPPROVED MINUTES:**

- a. **April 28, 2015:** Minutes were not ready for review. Minutes tabled until next meeting.

**II. NEW BUSINESS:**

- a. **Discuss customer complaint:** Board read letter submitted by customer. Tabled any action until further investigation can be completed.
- b. **Review bid specs for sewer projects:** Bid specs not ready for review or approval. Tabled until next meeting.
- c. **Any new business as necessary:** Discussed date for annual haulers BBQ, set date for July 23, 2015. Reviewed application for a returning septage hauler, New London Septic Service. Carl made a motion to accept application for New London Septic Service as cash on delivery account for 6 months. Larry seconded the motion. Motion passed unanimously.

### **III. PROJECT UPDATES**

- a. **Michael Trainque:** Discussed mixing system. Pete stated that a review of the drawings has been done and there is an issue with the placement of the bulkhead. Board approved moving forward with underground work and installing the mixing system. Other topics discussed: submission of SRF application for grant funding needs to be submitted, reviewed flows and hydraulics needed for new pump station, working on flow estimate for Community Center, met with Road Agent and discussed drainage issues on Canal Street, Heidi will be doing dry weather testing in July on drainage system, and finally working on easement and power issues for Zona project.
- b. **Peter Boettcher:** Reviewed quote from AAA pump service to remove and rebuild pump and motor. Quote #1 is for new pump \$24,779.00 and quote #2 is for rebuild of pump \$19,344.56. Carl made a motion to accept quote #2 in the amount of \$19,344.56. Larry seconded the motion. Motion passed unanimously. Reviewed quotes from Electrical Installations, Inc. to build and install PLC panel for pump station. Quote #1 is to install 505 panels, currently installed throughout the plant, \$13,022.59. Quote #2 is to install new control logix, currently installed to operate Biomag, \$9,900.00. Carl made a motion to accept quote #2 in the amount of \$9,900.00. Jeffrey seconded the motion. Motion passed unanimously. Discussed purchasing a golf cart for staff to use throughout the plant grounds. No decision made, tabled until next meeting.

### **IV. OLD BUSINESS**

- a. **Any old business as necessary:** No old business discussed.

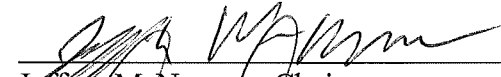
### **V. CORRESPONDENCE & OTHER BUSINESS**

- a. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed. Signed payroll sheet.
- b. **Review of any business with Business Manager, Assistant Superintendent and Superintendent:** Andrea requested to have credit card limit raised since doing more of the ordering. Board approved to increase credit card limit to \$3,000.00. Dana informed the Board he is formally retiring as of November 1, 2015.

With no further business to discuss, Commissioner Anderson motioned to adjourn, second by Commissioner Caporale. The motion carried by unanimous vote; the meeting was adjourned at 6:00 PM.

✓ MINUTES ACCEPTED


\_\_\_\_ WITH AMENDMENT

  
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Jeffrey McNamara, Chairman

5-26-15  
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Date

  
\_\_\_\_\_  
Carl Caporale, Commissioner

5-26-15  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Lawrence Anderson, Commissioner

5-26-15  
\_\_\_\_\_  
Date