

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

DATE:

June 9, 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: Jeffrey McNamara Chairman; and Lawrence Anderson.

Commissioners absent: Carl Caporale

Staff present: Dana Clement Superintendent and Andrea Martel Business Manager.

Other public present: Michael Trainque; Steve Has; and Peter Boettcher.

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

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **May 26, 2015:** Larry made a motion to accept the minutes as typed for May 26, 2015. Jeffrey seconded the motion. Motion passed and minutes signed.

II. NEW BUSINESS:

- a. **Meet with Sylvia Bartlett & Karen LeBlanc:** Not present at meeting.
- b. **Review draft letter from auditors:** Board reviewed letter and signed. Andrea will send to legal counsel for review.
- c. **Any new business as necessary:** Signed letter increasing credit limit for Andrea Martel credit card. Reviewed application for new hauler M2 Facility Solutions, LLC. Approved application and set payment term on net 15 days.

III. PROJECT UPDATES

- a. **Zona and Community Center:** Dana updated the board, working on finalizing a draft easement to incorporate the sewer and drainage lines that run from School Street to Irish Pond. Also working on an easement for the sewer main located in the PSNH area. Waiting for maximum capacity from the Fire

Chief for the community center to calculate the sewer Accessibility/Development Fee.

- b. **Michael Trainque:** Review and discuss Task Order 2015-01 Canal Street Reconstruction. Board requested to send task order to Town Administrator for review. Discuss moving forward with Irish Pond Pump Station mechanics.
- c. **Peter Boettcher:** Received final drawings for fabrication of Rotamix System, approximately 10 weeks for completion. Pre-bid meeting set for June 23, 2015 at 10:00 AM at the WWTF and bids due on July 7, 2015. Received quotes for concrete and paving work to scale. Concrete work quote from Associated Concrete Coatings, Inc in the amount of \$2,870.00. Grinding and paving quote from Jeffers Excavation in the amount of \$3,100.00. Board approved both quotes.

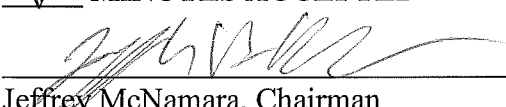
IV. OLD BUSINESS

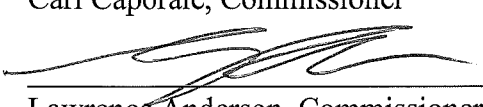
- a. **Any old business as necessary:** Dana updated during storm drain inspection found sink is connected to storm drain and will be disconnecting. The weir wolf brushes have been installed in one clarifier and are working well. The new grit pump is operational in the headwork's. Discussed having Jeff attend a class for programming, Board approved class. Discussed purchasing a new pump for wasting. No final decision made.

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:** No other issues discussed.

With no further business to discuss, Commissioner Anderson motioned to adjourn, second by Chairman McNamara. The motion carried by unanimous vote; the meeting was adjourned at 5:50 PM.

<u>✓</u> MINUTES ACCEPTED	<u> </u> WITH AMENDMENT
 Jeffrey McNamara, Chairman	<u>6-23-15</u> Date

<u> </u> Carl Caporale, Commissioner	<u> </u> Date
 Lawrence Anderson, Commissioner	<u>6.23-15</u> Date