

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

DATE: January 22, 2013
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.

In attendance were: Jeffrey McNamara Chairman; Lawrence Anderson Commissioner; Carl Caporale Commissioner; Michael Trainque from Hoyle, Tanner & Associates; Alyson King Office Assistant; Andrea Martel Administrative Assistant; Jeffrey Backman Assistant Superintendent; and Dana Clement Superintendent.

Chairman McNamara called the meeting to order at 4:30 PM.

ORDER OF BUSINESS:

- 1. Review correspondence, disbursements and purchase orders.**
 - Commissioners signed all disbursements and purchase orders.
- 2. Discuss Hauler Billing Policy.**
 - Alyson reviewed the hauler billing policy with Commissioners. Carl stated that under the 1st revocation the payment due date should state "due on the 15th". Discussed having haulers either bond or prepay on the account. Prepayment would not work in this situation, board agreed to have a hauler bond if defaults on payment. Need to remove 2nd certified notice and under the 10 days past due add begin to accrue interest.
 - Discussed accepting credit card payments. Carl made a motion to open a merchant account with QuickBooks to allow the acceptance of credit cards as a form of payment for haulers. Larry seconded the motion. Motion passed unanimously.
 - Discussed new haulers. Commission stated to add references on the application along with putting in the policy that all new haulers will have a credit limit of \$2,500 for the first 6 months.

3. Minutes for January 15 and 17, 2013.

- Commissioners reviewed minutes as prepared. Larry made a motion to accept the minutes for January 15, 2013 as written. Carl seconded the motion. Motion passed and minutes signed.
- Carl made a motion to accept the minutes for January 17, 2013 as written. Larry seconded the motion. Motion passed and minutes signed.

4. Discuss Energy Savings Project.

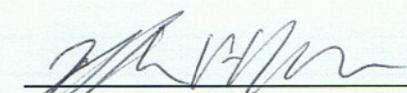
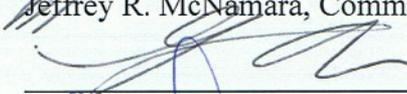
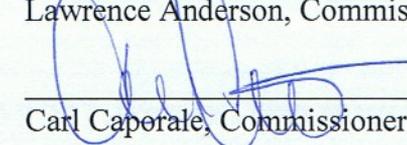
- Discussed the pro's and con's for both Honeywell and Siemens Industry.
- Larry made a motion to send a notice of intent to Siemens Industry. Carl seconded the motion. Motion passed unanimously.
- Siemens was chosen based on experience, financial backing, and have had more completed wastewater projects.
- Michael Trainque stated that a 3rd party agreement will need to be completed with Allentown Sewer Commission, Siemen's Industry and Hoyle, Tanner and Associates.

5. Review any old or new business with Administrative Assistant, Assistant Superintendent & Superintendent, including updates on current facility projects.

- Commission reviewed response letter to Pembroke Sewer Commission attorney prepared by Dana. Larry made a motion to accept the letter as written. Carl seconded the motion. Motion passed and letter was signed.
- Jeffrey Backman showed a graph of the temperature in the headwork's building since the heater has failed.
- Larry asked Dana about purchasing air detectors for odor complaints. Dana stated he has not looked into pricing at this time. Jeffrey Backman stated that the meters read in PPM (parts per million) and not PPB (parts per billion).
- Dana updated the board about the purchase of baffles for the clarifiers. After review of the design specs the baffles may not work for the clarifiers due to them being so shallow. Dana will continue to look into.
- Review spreadsheet prepared by Andrea regarding 2011, 2012 and January 2013 actual income, expenses, and balance of checking account. Larry requested it be updated with all of January 2013 and discuss at the next meeting.

With no further business to discuss, Commissioner Carl Caporale motioned to adjourn, second by Commissioner Larry Anderson motion carried by unanimous vote, meeting adjourned at 6:35 PM.

✓ MINUTES ACCEPTED _____ WITH AMENDMENT

 _____ Jeffrey R. McNamara, Commissioner	2-5-13 _____ Date
 _____ Lawrence Anderson, Commissioner	2-5-13 _____ Date
 _____ Carl Caporale, Commissioner	2-5-13 _____ Date