

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

DATE: March 21, 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; Peter Boettcher; Shaun Mulholland; Harold Thompson; Andrea Martel Administrative Assistant; and Jeffrey Backman Assistant Superintendent.

Meeting was called to order at 4:30 PM.

ORDER OF BUSINESS:

1. Elect Chairman.

- Jeffrey made a motion to elect Larry as Chairman. Carl seconded the motion. Motion passed.

2. Review correspondence, disbursements and purchase orders.

- Commissioners signed all disbursements and purchase orders on March 19, 2013.

3. Minutes for March 5, 2013.

- Reviewed minutes. Carl made a motion to accept the minutes of March 5, 2013 as typed. Jeffrey seconded the motion. Motion passed unanimously and minutes signed.

4. Peter Boettcher-Updates on projects.

- Peter reviewed all the current projects in progress at the Wastewater Facility.

5. Discuss payroll options.

- Discussed direct deposit being mandatory for all employees. Carl made a motion to have all employees go to direct deposit effective March 29, 2013. Jeff seconded the motion. Motion passed. Andrea will ensure all staff has proper forms on file for authorizing direct deposit.

6. Discuss hauler incident.

- Discussed Lamprey Septic and the grease incident at the new receiving station. Commissioners agreed to have a letter sent to hauler stating that the grease from the specific location will no longer be able to be accepted at the Allenstown Facility. Along with the letter send a copy of the breakdown of costs due to the incident.
- Discussed outstanding accounts. Carl made a motion to send Henniker Septic Service to attorney for collection. Jeff seconded the motion. Motion passed. Andrea will send account information and outstanding balance to attorney.

7. John Jackman from Hoyle, Tanner & Associates-Updates on projects.

- John Jackman was unable to attend. Discussion tabled.

8. Discuss town website.

- Discussed being a part of the town's new website at no charge to the Sewer Department. Carl asked about emails and if we can continue paying for the domain to keep the email address asc-awtf.org. Andrea will look into and get back to the Board.
- Board agreed to have Andrea run both websites parallel until the town's website is current with all information and the Sewer Department's website is closer to the renewal.

9. Discuss GIS/Mapping.

- Met with Shaun Mulholland and discussed options of hiring an intern from UNH for the summer or to hire Cartographics to complete the required GPS of the sewer lines, storm water and drains, and water line locations. The Board reviewed the costs for both options. Carl made a motion to select and intern for the summer and have the costs shared between the Sewer Commission, The Town and Pembroke Water Works. Jeff seconded the motion. Motion passed and letter to UNH was signed.

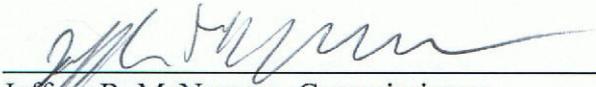
10. Review any old or new business with Administrative Assistant, Assistant Superintendent & Superintendent, including updates on current facility projects.

- Administrative Assistant update: reviewed TD Bank service agreement-Chairman signed document; reviewed state surplus agreement-all Commissioners signed agreement; discussed Dan's Septic conference scheduled for March 28, 2013 regarding public auction of personal property-Commissioners agreed to have attorney Jack White attend conference.
- Larry discussed the possibility of having the town transfer station using the Sewer Department's scale to weigh in and out for customers dumping of Construction and Debris (C&D). Commissioners agreed that it would not be feasible due to the increase in truck traffic using the scale during the busy months such as summer and no staff available on Saturday's.

With no further business to discuss, Commissioner Jeffrey McNamara motioned to adjourn, second by Commissioner Carl Caporale motion carried by unanimous vote, meeting adjourned at 6:25 PM.

MINUTES ACCEPTED

WITH AMENDMENT



Jeffrey R. McNamara, Commissioner

4-2-13

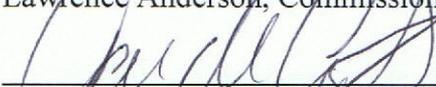
Date



Lawrence Anderson, Commissioner

4-2-13

Date



Carl Caporale, Commissioner

4-2-13

Date