

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

**DATE:** January 15, 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; Mike Hastings & Jim Lucy from Honeywell; Alsyon 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.**
  - No correspondence, disbursements or purchase orders to sign.
- 2. Minutes for December 11, 2012.**
  - The minutes for December 11 were previously approved. Larry made a motion to approve minutes as written for January 8, 2013. Carl seconded the motion. Motion passed unanimously.
- 3. Meet with Honeywell to discuss Energy Project.**
  - Honeywell showed a PowerPoint presentation regarding information about the company, previous and current projects, discussed performance contracting, and financing options. No decisions were made.

Carl made a motion to recess at 6:35 PM. Jeff seconded the motion. Motion passed.  
Resumed business at 6:40 PM.

4. **Review any old or new business with Administrative Assistant, Assistant Superintendent & Superintendent, including updates on current facility projects.**
- Office Assistant Alyson presented a draft of a new hauler billing policy. Discussed adding language about sending past due accounts to legal for collection, need to add language about having a 2-tier payment schedule, and discussed procedure about shutting off a hauler for non-payment.
  - Carl made a motion to shut off Henniker Septic for non-payment. Larry seconded the motion. Motion passed unanimously.
  - Carl made a motion to increase hauler permit fee from \$50.00 to \$100.00 effective March 1, 2013. Larry seconded the motion. Motion passed unanimously.
  - Andrea updated the board on Mr. Darbouze court hearing. A jury trial date has been set for late July 2013.

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 7:00 PM.

☒ **MINUTES ACCEPTED**                      ☐ **WITH AMENDMENT**

 _____ Jeffrey R. McNamara, Commissioner	<u>1-22-17</u> _____ Date
 _____ Lawrence Anderson, Commissioner	<u>1-22-17</u> _____ Date
 _____ Carl Caporale, Commissioner	<u>1-22-13</u> _____ Date