

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

DATE: February 19, 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 & Paula Boyle from Hoyle, Tanner & Associates; Andrea Martel Administrative Assistant; Jeffrey Backman Assistant Superintendent; and Dana Clement Superintendent.

Chairman McNamara called the meeting to order at 4:35 PM.

ORDER OF BUSINESS:

- 1. Review correspondence, disbursements and purchase orders.**
 - Commissioners signed all disbursements and purchase orders.
- 2. Laith Frink.**
 - Tabled due to Laith Frink unable to attend.
- 3. Minutes for February 5 & 11, 2013.**
 - Carl suggested amending minutes for February 5, 2013 to reflect Laith understanding the new hauler billing policy and that no phone calls are the obligation of the staff. Also, suggested adding that no decision was made on the purchase of the shelving and still looking into pricing.
 - Carl made a motion to accept the minutes of February 5, 2013 with amendments. Larry seconded the motion. Motion was passed and minutes were signed with amendments.
 - Larry made a motion to accept the minutes of February 11, 2013 as written. Carl seconded the motion. Motion passed and minutes signed.
- 4. VUE Works agreement.**
 - Reviewed agreement between the Allenstown Sewer Commission; Hoyle, Tanner & Associates; and VUE Works. Discussed the town and how the 10 seats will be given out and paid for. Larry

made a motion to accept the agreement for an annual cost of \$10,080 plus \$2,000 startup cost upon agreement being signed by all three (3) entities. Carl seconded the motion. Motion passed and agreement was signed by Chairman McNamara and Michael Trainque for Hoyle, Tanner & Associates.

5. Review of Sewer Use Ordinance-Sections 1 & 2.

- Reviewed draft Sewer Use Ordinance. Discussed the following:
 - 1) section 1.3-add CMOM and SUO to the abbreviations
 - 2) section 1.4-correct definition for Board, Commission, sewer service area, add unit, bedroom
 - 3) section 2.4-remove one (1) year and add waiver, correct three hundred feet to one hundred feet
 - 4) section 2.7-add surcharge fee is per prohibited discharge and add inspection
 - 5) section 11.6-add surcharge fee is per prohibited discharge
 - 6) Did not review section 10 because it is still being updated
- Reviewed Sewer Accessibility Fee Schedule. Needs to be updated to reflect changes to the Sewer Use Ordinance.

Larry made a motion to recess at 6:00 PM. Carl seconded the motion. Resumed meeting at 6:10 PM.


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

- Reviewed handout prepared by Alyson King regarding hauler collection accounts.
- Dana reviewed quote received for new loader in the amount of \$142,100. Board requested Dana receive 2 more quotes for a new loader.
- Jeff B. discussed dumping of RV's. All RV's will be dumping in the manhole located by the Septage scale. A new pumping system will need to be installed prior to RV's discharging into the manhole. The pumping system will be paid using 2012 allocated funds.
- Jeff B. updated Commissioners on a representative from NH Department of Environmental Services (DES) coming to the plant to complete an inspection of the fuel storage. Received a letter regarding a violation stating the SPCC is not up to date and we have 45 days from February 7, 2013 to correct. Hoyle & Tanner has agreed to update and stamp the document.
- Dana reviewed letter received from Heple regarding a patent infringement for scanning and emailing. Commissioners requested to send the letter to legal for review.
- Other updates: the purchasing policy is almost complete for Commission review, employee/personnel policy still in progress, hauler policy is being started, and updated on incident at the plant regarding a septage hauler driver being injured.

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 7:50 PM.

✓ MINUTES ACCEPTED


 WITH AMENDMENT



Jeffrey R. McNamara, Commissioner

3-5-13

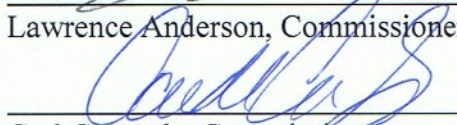
Date



Lawrence Anderson, Commissioner

3-5-13

Date



Carl Caporale, Commissioner

3-5-13

Date