ALLENSTOWN SEWER COMMISSION

**35 Canal Street, Allenstown, NH 03275**

##### Tel. (603) 485-5600 - Fax (800) 859-0081

### DATE: February 5, 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 & John Jackman from Hoyle, Tanner & Associates; Laith Frink Peterborough Septic; Alyson King Office Assistant; Andrea Martel Administrative Assistant; JeffreyBackman 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. **Laith Frink from Peterborough Septic.**
	* Commissioners met with Laith Frink owner of Peterborough Septic. Laith discussed his concerns regarding his account and billing. Reviewed email correspondence between Alyson, Office Assistant, and Peterborough Septic secretary. Laith requested only to work with Andrea regarding his account and asked if a phone call reminder could be done. Commissioners saw no problem with this however, expressed that if Andrea is out of the office a phone call may not happen and it is his responsibility to ensure his payments is on time. Laith understood and agreed. Commissioners reiterated that the new hauler billing policy will be “the law” and if a hauler does not adhere to the policy, actions will be taken.
3. **Discuss Hauler Billing Policy.**
	* Commissioners reviewed policy. Commissioners agreed to have their signatures on the policy. Larry made a motion to approve policy as written and send to attorney for review before adopting. Carl seconded the motion. Motion passed unanimously.
	* Dana updated the board on an issue a hauler has brought to our attention. The drivers stated the grit/sand is remaining in the trucks because there is not enough slope and they are not allowed to use pressure to discharge. Dana suggested increasing the slope to the new paved area in the spring. No decision made, Dana is still investigating a solution.
4. **Minutes for January 22, 2013.**
	* Commissioners reviewed minutes as prepared. Larry made a motion to accept the minutes for January 22, 2013 as written. Carl seconded the motion. Motion passed and minutes signed.
5. **Discuss flat rate sewer user fee.**
	* Discussed the current flat rate customer’s usage is based on 250 gallons per day (GPD). The updated GPD for Allenstown is 225 GPD which decreases the flat rate. Carl made a motion to change the flat rate from $171.00 per quarter to $153.90 per quarter. Larry seconded the motion. Motion passed unanimously.
6. **Review of purchasing policy.**
	* Tabled
7. **Discuss RV disposal fee.**
	* Discussed the disposal fee for RV’s. Carl made a motion to allow RV’s that are registered in Allenstown or Pembroke to dispose of RV waste at no charge with proof of registration. Any RV registered outside of Allenstown/Pembroke there will be a $20.00 disposal fee. Effective immediately. Larry seconded the motion. Motion passed unanimously.

***Larry made a motion to recess at 6:15 PM. Motion resumed at 6:20 PM.***

1. **January hauler billing detail & adjustment journal.**
	* Commissioners reviewed and signed January hauler billing detail and sewer user adjustment journal.
2. **Transfer funds from Capital Reserve for Septage Receiving Building.**
	* Discussed transfer of funds to pay for the septage receiving station building. Larry asked if funds in checking account can be used to pay for building. Dana reviewed RSA 149-I:10 regarding using funds from operating budget and capital reserve.
	* Carl made a motion to transfer funds in the amount of $74,581.00 from Septic Surplus capital reserve account. Jeff seconded the motion. Motion passed and letter to Trustee of Trust Funds was signed.
3. **Review any old or new business with Administrative Assistant, Assistant Superintendent & Superintendent, including updates on current facility projects.**
	* Alyson discussed an application received by New London Septic. Commissioner reviewed application and accounting history. Carl made a motion to approve the application with the following: must be on weekly billing for six (6) months and is allowed up to $2,500 credit limit for the first six (6) months. Larry seconded the motion. Motion passed unanimously.
	* Andrea updated the board: received a letter stating that Dan Laliberte (owner of Dan’s Septic) personal property is going to public auction. Discussed having attorney present at auction. Commissioner agreed to have attorney present. Andrea will notify attorney. Looked at new book shelves for lunch room to create a library. No decision was made on shelves, still looking into pricing.
	* Dana updated board: reviewed letter received from the Public Utility Commission (PUC) regarding incident in 2012; reviewed quote for an Odor Logger; and discussed meeting with John Jackman and Shawn Mulholland regarding VUE Works. Michael Trainque gave board draft agreement for VUE Works.
	* Discussed odor complaints, form, future odor upgrades, and emailing Commissioners when a complaint is received.

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 8:00 PM.

**\_\_\_\_\_ MINUTES ACCEPTED \_\_\_\_\_ WITH AMENDMENT**

Jeffrey R. McNamara, Commissioner Date

Lawrence Anderson, Commissioner Date

Carl Caporale, Commissioner Date