

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

DATE: April 2, 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: Lawrence Anderson Chairman; Jeffrey McNamara Commissioner; Carl Caporale Commissioner; Peter Boettcher; John Jackman and Michael Trainque from Hoyle, Tanner & Associates; Andrea Martel Administrative Assistant; Jeffrey Backman Assistant Superintendent; and Dana Clement Superintendent.

Meeting was called to order at 4:30 PM.

ORDER OF BUSINESS:

- 1. Review correspondence, disbursements and purchase orders.**
 - Commissioners signed all disbursements and purchase orders.
- 2. Update on Dan's Septic Service.**
 - Carl made a motion to deposit check received in the amount of \$700.00 and send an updated balance to attorney. Jeff seconded the motion. Motion passed.
- 3. March hauler billing detail and sewer adjustment journal.**
 - Commissioners reviewed documents and signed.
- 4. John Jackman-updates on projects.**
 - John discussed the option of hiring an intern for the summer to collaborate with the Sewer Department, Town Highway Department and Pembroke Water Works. The intern would GPS the collection system, drainage system, water shut off valves, and then enters all data into the software program. The intern would also create a Standard Operations Procedure (SOP) to ensure staff can complete the work after intern has completed the internship. Mike stated he interviewed a possible candidate for the position and gave out a copy of his resume. Commissioners agreed to have Dana interview the intern and update the board at the next meeting.

- John discussed purchasing GPS equipment and software. Commissioners reviewed two (2) quotes for equipment and software. The first quote includes the handheld, software, and a receiver for a total of \$5,844.00. The second quote includes handheld, software, and receiver with floodlight for a total of \$7,194.00. Commissioners discussed sharing the cost between the Town, Sewer, and possibly HTA. Carl made a motion to purchase the handheld, software, and receiver with floodlight in the amount of \$7,194.00 and to add the cost to the VUEWorks seat. Jeff seconded the motion. Motion passed.

5. Minutes for March 21 & 26, 2013.

- Commissioners reviewed minutes as typed.
- Carl made a motion to accept the minutes of March 21, 2013 as written. Jeff seconded the motion. Motion passed and minutes were signed.
- Carl made a motion to accept the minutes of March 26, 2013 as written. Jeff seconded the motion. Motion passed and minutes were signed.

6. Discuss SOFTtelPay.

- Andrea informed the Commissioners that the current software used for processing all sewer users' bills and payments is now offering a new way to process credit card payments. The current Merchant that process the credit card payments charge the Sewer Department the fees and can cost between \$20.00 a month up to \$80.00 a month. With the new processing method, Softtelpay, there is no charge to the Sewer Department.
- Commissioners discussed what the fee is to the sewer user. Andrea will look into and get back to the board.

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

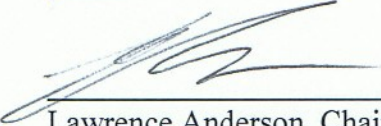
- Pete Boettcher update: fiber optic lines being pulled this week; received order for fiber optic, looking at a new design for the septage message board; specs for the declor building has been sent to contractor for pricing; roof is being completed this week on the septage building; and the PLC work for septage is about 50% complete.
- Mike Trainque update: currently working on task order and budget for CMOM (Capacity, Management, Operations and Maintenance); the signed agreement has been sent to VUEWorks for their signature; Siemen's is looking to set up a meeting to discuss scope; meeting with Dana and Jeff on Friday to go over scope for energy project; and the SPCC (Spill Prevention Control and Countermeasure Plann) has been completed.
- Jeff B. discussed the option of adding a second door with stairs to the new septage building for operator access. Commissioners agreed and stated to have PRB Construction add the door and stairs.
- Reviewed credit reference form created by Office Assistant for any new haulers that apply for a discharge permit. Reviewed and made changes to form.
- Discussed the late notices to the sewer users. Commission would like to have logo on letter and have letter look more professional. Andrea will work on and bring to Commission for review at next meeting.
- Dana update: sail for clarifier did not work; working on temporary baffles to see if they will work before ordering the custom made baffles; heat conversion from oil to gas is in progress; Enernoc is phasing out the demand response plan however, may have another plan that might work for the Sewer Department; meeting coming up regarding the results of the River Study; discussed the

ability to remove phosphorus which could result in process changes; and updated on an employee being injured while working in the clarifier.

With no further business to discuss, Commissioner Carl Caporale motioned to adjourn, second by Commissioner Jeffrey McNamara motion carried by unanimous vote, meeting adjourned at 7:45 PM.

2 MINUTES ACCEPTED

____ WITH AMENDMENT



Lawrence Anderson, Chairman

4-16-13

Date



Jeffrey McNamara, Commissioner

4-16-13

Date



Carl Caporale, Commissioner

4-16-13

Date