

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

DATE: April 16, 2013

PLACE: Allentown Wastewater
Treatment Facility
35 Canal Street

TIME: 4:00 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; Michael Trainque from Hoyle, Tanner & Associates; Harold Thompson; Andrea Martel Administrative Assistant; Jeffrey Backman Assistant Superintendent; and Dana Clement Superintendent.

Meeting was called to order at 4:00 PM.

ORDER OF BUSINESS:

- 1. Review correspondence, disbursements and purchase orders.**
 - Commissioners signed all disbursements and purchase orders.
- 2. Minutes for April 2, 2013.**
 - Carl made a motion to approve the minutes for April 2 as typed. Jeffrey seconded the motion. Motion passed and minutes were signed.
- 3. Review Bid specs for Court Street Sewer Main Replacement Project.**
 - Reviewed bid specs as written. Commissioners requested for the Administrative Assistant to send a letter to all home owners on Court Street informing them on the upcoming project. No decision made on bid specs because they still need to have additional information added before proceeding.
- 4. Update from Siemens regarding Energy Project.**
 - Reviewed memo from John Lanzoni from Siemens regarding an updated status of energy project. Siemens is still working on funding.
 - Dana informed board a meeting is scheduled for April 17, 2013 with Mike Trainque and Siemens to discuss scope of project.

5. Discuss Internship candidates.

- Dana informed Commissioners that two interviews were completed for possible intern.
- Discussed VUEWorks and adding the cost of purchasing the GPS equipment along with the intern to the overall cost of each seat.
- Commissioners requested Administrative Assistant to email both interns and inform that a decision will be made soon and to keep them both up to date.
- Carl made a motion to table the discussion until the next meeting. Jeffrey seconded the motion. Motion passed.

6. 1st quarter Sewer Warrant.

- Commissioners reviewed sewer warrant for the 1st quarter sewer billing.
- Carl made a motion to accept the 1st quarter sewer warrant in the amount of \$107,654.16. Jeffrey seconded the motion. Motion passed and warrant was signed by all commissioners.


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

- Pete Boettcher update: reviewed quote received from PRB Construction for the declor building in the amount of \$47,410 for a 12'x18' building or \$56,250 for a 12'x24' building. Carl made a motion to accept the quote for the 12'x24' building in the amount of \$56,250 plus an additional \$16,000 for chlorine tank using remaining 2012 budget funds. Jeffrey seconded the motion. Motion passed.
- Dana updates: working on creating a domain vs. a work group for the computers to allow Commissioners electronic access during meetings. Requested assistance from 603 Technology-John Bates. Commissioners agreed.
- Andrea updates: discussed a sewer user request for refund of overpayment on account in the amount of \$187.64. Commissioner agreed to refund the customer however, in the letter state that this is a one-time refund and customer needs to make the necessary adjustment to his bank auto payment schedule to reflect actual sewer bill amount. Reviewed credit references for new septage hauler. Carl made a motion to accept the new hauler with a credit limit of \$2,500 as stated in the Hauler Account Policy. Jeffrey seconded the motion. Motion passed. Reviewed rates for sewer users who pay bill by credit or debit card using Softtel Pay. Carl made a motion to cancel Merchant Processing Center and start using Softtel Pay. Jeffrey seconded the motion. Motion passed.

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 5:55 PM.

✓ **MINUTES ACCEPTED**

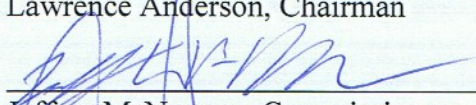
 WITH AMENDMENT



Lawrence Anderson, Chairman

4-30-13

Date



Jeffrey McNamara, Commissioner

4-30-13

Date



Carl Caporale, Commissioner

Date