

TOWN OF ALLENSTOWN
Sewer Commission
33 Canal Street
Allenstown, NH 03275
February 14, 2017

Call to Order

The Allenstown Sewer Commission Meeting for February 14, 2017 was called to order by Mr. Anderson at 4:00pm.

Roll Call

Present:

Carl Caporale
Jeff McNamara
Larry Anderson

Excused:

Others Present

Public Officials:

Jeff Backman, Superintendent
Roxanne Chomas, Assistant Superintendent

Others Present:

Mike Trainque, Hoyle and Tanner Associates

Approve minutes:

Mr. Anderson made a motion to accept the minutes for December 20, 2016, January 10, 2017 and January 24, 2017.

Mr. McNamara second the motion.

Mr. Anderson: All in favor?

Mr. Caporale: Aye.

Mr. McNamara: Aye.

PROJECT UPDATES:

Wastewater workshop

Mr. Trainque inquired about the wastewater workshop the Sewer Department staff recently attended. Mr. Backman stated that the training went pretty smooth. He added that there were issues in that more data was needed in order to do more work orders. Ms. Chomais agreed the more they can do the better they will get at it. Mr. Trainque added that a date needed to be scheduled for the Sewer Commission members to have the training, most likely in March.

Suncook Pond Pump Station

Mr. Trainque inquired if anyone present has heard any feedback regarding the Suncook Pond Pump Station project or Asset Wastewater Management article since the Town Deliberative Session took place. Mr. Backman said the Deliberative Session went well and there was just one attendant that had questions. Mr. Backman stated there was no discussion regarding the Asset Wastewater Management article.

Mr. Backman asked if the Sewer Department should meet with Suncook Pond owners regarding the easement for the new pump. Ms. Chomais asked if the department should meet with them after the vote and if anyone has reached out to them to let them know the article has been presented for vote. Ms. Chomais is concerned that Suncook Pond may be upset that the Sewer Department has not recently contacted them regarding the project. Mr. Trainque stated he could reach out to them now, but could also wait until after the Town Vote. Mr. Caporale asked what happens if the pump article gets voted down, what are the department's options, does the department repackage the project. He stated that the department/commission knows this project needs to be done. Mr. Trainque stated the Sewer Department should reach out to Town legal counsel. He believes that if the department could fund the project and approach it in pieces, start with the easement done, then move into the final design, he doesn't see why the department cannot proceed. Mr. Backman added that the Town Administrator has stated that doing the project in piecemeal could be an option if the article gets voted down. Mr. Caporale added that this project has to get done, one way or another. Mr. Backman stated he has concerns about the space around the new pump with regards to room needed for any future repairs. Mr. Trainque stated it is tight, but there is enough room. Ms. Chomais reiterated her concern around the property owner being congenial to the project. Mr. Trainque stated that the scheme is different than originally planned and the pump will not be on Suncook Pond property, rather it will be on the adjacent property. Easements may need to be made along the perimeter of the Suncook Pond property. Discussion continued around the need to have a conversation with the property owners where the pump would be located. Mr. Trainque added that the land could be taken by eminent domain, which is a relatively simple process.

Accessibility fee update

Mr. Trainque stated that Mr. Backman sent an email indicating he would like to move forward with the accessibility fee update that has been on hold for a couple of years pending the outcome of the court case. He stated that it would make sense for he and John to meet to discuss the

accessibility fee as well as the Asset Wastewater Management, and he will set up the meeting date and time.

Headworks loading study

Mr. Trainque reported that the draft sampling plan for the Headway study was submitted but nothing has been reported back from EPA, which is not unusual. He will ask Paula to reach out to her contact at EPA to move this along.

West Street

Mr. Trainque stated he will have the draft regarding the West Street agreement ready in the next couple of weeks.

OLD BUISNESS

Review Pump Station Mailer

Mr. Backman displayed the mailer the Sewer Department would like to inform the voters of the Pump Station to those in attendance. He stated he received a quote of \$422.50 from Mailways to send the mailer out to 2500 registered voters in Allenstown. Members of the Sewer Commission approved the mailer and gave the order to send the mailer.

Amend Sewer Lien List Warrant

Mr. Backman stated there were a couple of errors on the Sewer Lien list due to a formula in Excel and a special account that is in legal. He asked for a motion to amend the Sewer Lien List Warrant from \$22246.12 to \$22829.25.

Mr. McNamara made the motion to amend the Sewer Lien List Warrant from \$22246.12 to \$22829.25.

Mr. Caporale second the Motion.

Mr. Anderson asked all in favor?

Mr. Caporale: Aye.

Mr. Anderson: Aye.

Update on Office Assistant Medical Leave

Mr. Backman stated that Ms. Wallace will be going out on leave on March 16. He explained Ms. Wallace has completed the FMLA paperwork with the the Town Administrator office. He

further explained that Ms. Wallace is expected to be out of the office for two weeks and then will return to the office part-time initially. Mr. Backman added that Mrs. Baird and Mrs. Caruso from Town Hall have been down for training.

NEW BUSINESS

4th quarter Sewer Rents

Mr. Backman stated that sewer billing went out in the last couple weeks. He asked for a motion on 4th quarter Sewer warrant.

Mr. Anderson made the motion to accept the 4th Quarter Sewer Rent Warrant in the amount of \$103,652.20.

Mr. McNamara second the motion.

Mr. Anderson: All in favor?

Mr. McNamara: Aye.

Mr. Caporale: Aye.

Hauler Billing Detail

Mr. Backman stated that the January billing for haulers came to \$98,164.76.

Mr. Anderson made the motion to accept the January Hauler Billing in the amount of \$98,164.76.

Mr. McNamara second the motion.

Mr. Anderson: All in favor?

Mr. McNamara: Aye.

Mr. Caporale: Aye.

Hauler Application – J.T.s Landscaping and Lawn Care, LLC. (Set credit limit in accordance to hauler account policy).

Mr. Backman stated he received two hauler applications, one that just came in this date, from Bellemore Property Services. He added the other is from J. T.s Landscaping. Mr. Backman explained in the past the commission motioned to put them on 15 day term and open their credit, for the hauler account policy it is \$2500.00, anything over that is cash for the first six months.

Mr. Anderson made the motion to accept the applications from J.T.s Landscaping and Bellemore.

Mr. McNamara second the motion.

Mr. Anderson: All in favor?

Mr. McNamara: Aye.

Mr. Caporale: Aye.

Review quote from Fortin Storage/ Discuss Purchase or Lease of Storage Container

Mr. Backman explained that the Sewer Department has two storage containers that the department rents for \$700.00 per year per container. He further explained the containers are full and the Sewer Department is running out of space for additional storage. Mr. Backman explained that Fortin Storage came and a deal was negotiated for the Sewer Department to purchase the two existing containers for \$2900.00 each, and match the lowest price on a new container, which is \$3500.00, Fortin Storage will match that and sell the department a new container for \$3500.00.

Mr. Anderson made the motion to allow the purchase of three containers from Fortin Storage, two for the price of \$2900.00 and one new container for \$3500.00.

Mr. Caporale second the motion.

Mr. Anderson: All in favor?

Mr. McNamara: Aye.

Mr. Caporale: Aye.

Pilot

Mr. Backman stated that he would like to consider piloting a septage dewatering box from Paul Sussman the rep from Flo Trend. Mr. Backman further explained the box does not use a liner and is different than what the department is currently using; it is dryer and may save on disposal cost. He went on to explain to pilot the box for a month would cost about \$7,000.00. He added that the box will be made to fit the Allenstown Sewer Department's station. Mr. Backman would like to give it a try and also stated that the department already has plans to purchase a new container this year. Ms. Chomais suggested that this product would reduce the cost associated with liners and added that the only way to know if this new box will work is to try it. She also asked if the \$7,000.00 fee is negotiable. Mr. Backman responded that he would like to have Mr. Sussman come in to discuss the price and get further details about the box. Mr. Anderson stated the department should try it to ascertain whether it will work with the department's station. Mr.

McNamara asked if Flo Trend will make the box to Allenstown Sewer Department's specifications for the pilot. Mr. Trainque stated that is a typical cost for a pilot study. Ms. Chomais added that Ashland will be piloting the box and suggested that Allenstown wait to view it in Ashland once it is in place there. Mr. Backman added that Ashland will begin the pilot in April. Mr. McNamara stated that it would be best to let the Flo Trend know Allenstown is entertaining the idea but before the department pays out any money they would like to see it in working order. Ms. Chomais also asked if Wastewater will haul that type of can. General discussion ensued around the cans drying out and time needed for that and what was acceptable for Wastewater to take, as well as cost vs. savings.

Credit Cards

Mr. Backman stated they are still having problems with their TD Bank credit cards. Mr. Backman stated that now that the Town is writing the Sewer Departments A/P checks, when TD Bank is getting the checks they are applying them to the Towns credit card account. Mr. Backman stated that he spoke with the Finance Director, and the Finance Director suggested the Sewer Department get a new credit card company. Mr. Backman asked the Sewer Commission for authorization to apply for new credit cards. Mr. Caporale agreed to authorize the Superintendent to apply for new credit cards, and suggested he calls Peoples United Bank and apply with them. Mr. Anderson and Mr. McNamara agreed too. There was no further discussion.

NON PUBLIC SESSIONS

Non-public session under RSA 91-A:3 II (e).

Mr. Anderson made the motion to go into non-public session at 4:36pm.

Mr. McNamara second the motion.

Mr. Anderson: All in favor?

Mr. Caporale: Aye.

Mr. McNamara: Aye.

Leave Non-public session under RSA 91-A:3 II (e).

Mr. McNamara made the motion to come out of non-public session at 4:48pm.

Mr. Anderson second the motion.

Mr. Anderson: All in favor?

Mr. Caporale: Aye.

Mr. McNamara: Aye.

Mr. Anderson made the motion to seal the non-public session minutes.

Mr. McNamara second the motion.

Mr. Anderson: All in favor?

Mr. Caporale: Aye.

Mr. McNamara: Aye.

Non-public session under RSA 91-A:3 II (e).

Mr. Anderson made the motion to go into non-public session at 4:49pm.

Mr. McNamara second the motion.

Mr. Anderson: All in favor?

Mr. Caporale: Aye.

Mr. McNamara: Aye.

Leave Non-public session under RSA 91-A:3 II (e).

Mr. McNamara made the motion to come out of non-public session at 4:55pm.

Mr. Anderson second the motion.

Mr. Anderson: All in favor?

Mr. Caporale: Aye.

Mr. McNamara: Aye.

Mr. Anderson made the motion to seal the non-public session minutes.

Mr. McNamara second the motion.

Mr. Anderson: All in favor?

Mr. Caporale: Aye.

Mr. McNamara: Aye.

OTHER BUSINESS:

Hire Mr. McMann

Mr. Anderson made the motion to hire Russell McMann at \$12.00 per hour, on probation for six months with a starting date according to the Superintendent.

Mr. McNamara second the motion

Mr. Anderson asked: All in favor?

Mr. Caporale: Aye.

Mr. McNamara: Aye.

Thank Mr. McNamara

Mr. Caporale stated he would like to go on record and thank Mr. McNamara for his years of service. Ms. Chomais stated he will be missed and thanked him for giving his vote to bring her on board. Mr. Backman also thanked Mr. McNamara.

ADJOURN

Meeting Adjourned

Mr. Anderson motioned to adjourn at 5:03pm.

Mr. McNamara second the motion

Mr. Anderson asked: All in favor?

Mr. Caporale: Aye.

Mr. McNamara: Aye.

2 **ACCEPTED** **WITH AMENDMENT**




Lawrence Anderson, Chairman

Date



Carl Caporale, Commissioner

Date



Chad Pelisier, Commissioner

Date

3-21-17

3-21-17