

TOWN OF ALLENSTOWN  
Sewer Commission  
33 Canal Street  
Allenstown, NH 03275  
March 21, 2017

**Call to Order**

The Allenstown Sewer Commission Meeting for March 21, 2017 was called to order by Mr. Anderson at 4:03pm.

**Roll Call**

Present:

Carl Caporale

Larry Anderson

Chad Pelissier

**Others Present**

Public Officials:

Jeff Backman, Superintendent

Roxanna Chomas, Assistant Superintendent

Others Present:

Mike Trainque, Hoyle and Tanner Associates

Bill Dresher, Sewer Commission Attorney

Chris Dresher

**Approve minutes:**

Mr. Caporale made a motion to accept the meeting minutes for February 14, 2017.

Mr. Anderson second the motion.

Mr. Anderson: All in favor?

Mr. Caporale: Aye.

Mr. Anderson: Aye.

Mr. Pelissier: Abstain.

Mr. Caporale made a motion to accept the non-public minutes under RSA 91-A:3, II(e) from February 14, 2017.

Mr. Anderson second the motion.

Mr. Anderson: All in favor?

Mr. Caporale: Aye.

Mr. Anderson: Aye.

Mr. Pelissier: Abstain.

Mr. Caporale made a motion to accept the non-public minutes under RSA 91-A:3, II(e) from February 14, 2017.

Mr. Anderson second the motion.

Mr. Anderson: All in favor?

Mr. Caporale: Aye.

Mr. Anderson: Aye.

Mr. Pelissier: Abstain.

## **PROJECT UPDATES**

### **Waste Water Asset Management training**

Mr. Trainque began the discussion by reminding the commission that the Waste Water Asset Management training still needs to be completed. Ms. Chomas suggested the training take place away from the plant to eliminate distractions. Mr. Backman and Mr. Trainque both suggested the training would have to take place at the Sewer plant. Ms. Chomas stated that depending on the length of the training it may need to be held elsewhere. Mr. Trainque will determine the amount of time needed and where it will be held.

### **Waste Water Asset Management Project**

Mr. Trainque then stated that the Sewer Asset Management Project warrant passed at the March 16<sup>th</sup> vote, and asked if the Sewer Commission would like to move forward with that. To which there was general agreement. Mr. Anderson instructed Mr. Trainque to provide task orders so the commission can vote on them to get the project moving as quickly as they can.

### **Suncook Pond Wastewater Pump Station Project**

Mr. Trainque then addressed the Suncook Pond Wastewater Pump Station Project warrant which also passed at the March 16<sup>th</sup> election. He stated that he knew there was some uncertainty about spending the septage revenue. Mr. Anderson responded by instructing Mr. Trainque to put in writing the costs for the projects and where money will need to be spent. He also stated he'll have to go before the Select Board to get the bond. He went on to say he wants a bid package to include all designs, task orders and expenses put down on paper as quickly as possible. Mr. Backman stated that he and Ms. Chomas spoke with Mr. Mulholland and he stated he wanted a bond package put together initially. Ms. Chomas and Mr. Backman stated they would like to pursue different finance options to make sure they get the best deal. Mr. Trainque responded by stating that the SRF loan rates are lower than the municipal bond rates. He went on to say it would be best to go with the SRF loan as it is more flexible, for example if the SRF loan is used to cover construction cost it allows the commission to get monthly payment applications from the contractor and submit a loan disbursement on a rolling basis.

## **NON PUBLIC SESSIONS**

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

Mr. Anderson announced the Sewer Commission was entering into a non-meeting with Attorney Dresher.

### **Return to public session**

Mr. Anderson made the motion to leave the non-meeting. All were in agreement.

## **PROJECT UPDATES (continued)**

### **Accessibility fee**

Mr. Trainque stated that he met with Mr. Backman and Ms. Chomas on March 3<sup>rd</sup> regarding this and as a result John is working on this. There is no update at this time.

### **Headworks loading study**

Mr. Trainque stated that the Headway study was moving forward. He shared that the EPA did not have any comments on the sampling plan, it wasn't there place because there is no industrial pretreatment program. He also stated that DES only had minor comments. He went on to say that Hoyle & Tanner is working with Eastern Analytical to do the sampling. It is tentatively scheduled for this week. Mr. Backman stated that he had to talk with Paula about sampling protocol questions he has.

### **Sewer easement at lot 111-1**

Mr. Trainque informed the commission that he sent a letter out to Mrs. Towle.

### **Demographics Study**

Mr. Trainque stated this was also discussed on March 3 with Mr. Backman and Ms. Chomas. He went on to say the residential piece is nailed down, and the commercial is as well. He said he is working with one of the engineers at Hoyle and Tanner on wastewater flow. He added that they should have all the existing conditions set and will work on projections going forward based on different scenarios for 20 year planning period. Then they will be pretty closed to done. He suggested that once Allenstown Sewer Commission approves the plan it should go to DES.

### **West Street**

Mr. Trainque stated that he is continuing to work on the West Street agreement and will reach out to the homeowners to let them know they haven't been forgotten.

### **Next meeting**

Mr. Backman asked Mr. Trainque what he will have for task orders at the next meeting. To which Mr. Trainque responded he will have one for the next phase of the Waste Water Asset Management project and one for the Pump Station project final design.

### **OLD BUSINESS**

#### **Update on Office Assistant Medical Leave**

Mr. Backman stated that Ms. Wallace is out on her leave and has had her surgery and the department sent her flowers. He added that Mrs. Caruso and Mrs. Baird have been continuing to help out when they have time.

#### **Meet with Mrs. Farwell**

Mr. Backman stated that Mrs. Farrell had requested to come and speak with the Commission regarding past due balances, but did not show up. Mr. Caporale asked if it was court ordered that Mrs. Farwell make the payments. To which Mr. Backman stated she was and she hasn't. He added the next step would be the Sewer Commission attorney will follow up.

### **NEW BUSINESS**

#### **Cement flooring**

Ms. Chomas stated that she has gotten 2 quotes to have half the floor cemented upstairs in the Press room. It will cost about \$3,000.00. The sewer department would like to go with Walters Concrete.

Mr. Anderson made the motion to approve the request and quote of \$2,985.00 to cement half the floor in the Press room.

Mr. Caporale second the motion.

Mr. Pelissier agreed.

### **Elect 2017 Sewer Commission Chair**

Mr. Anderson made the motion that Mr. Caporale become the chair for Sewer Commission for 2017.

Mr. Pelissier second the motion.

Mr. Anderson: All in favor?

Mr. Pelissier: Aye.

Mr. Anderson: Aye.

Ms. Chomas welcomed Mr. Pelissier to the Sewer Commission board.

### **Summer hours**

Ms. Chomas reminded everyone that the summer hours will begin on March 27<sup>th</sup>, 7am-5pm.

### **Next scheduled meeting**

Ms. Chomas stated that the scheduled meeting will take place on the 2<sup>nd</sup> Tuesday, which will be April 11<sup>th</sup>, at 4pm. Everyone was in agreement. Mr. Backman added there are staggered shifts, the first is 7am-3:30pm and the second shift is 8:30am-5pm. The plant stays open later in the summer because it is a busier time for the haulers.

### **ADJOURN**

### **Meeting Adjourned**

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

Mr. Pelissier second the motion

Mr. Anderson asked: All in favor?

Mr. Caporale: Aye.

Mr. Pelissier: Aye.

TOWN OF ALLENTOWN  
SEWER COMMISSION  
PUBLIC MEETING MINUTES

March 21, 2017 ASC MINUTES

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**Signature Page**

<b>Original Approval:</b>	
LARRY ANDERSON, Member	DATE
CARL CAPORALE, Member	DATE
CHAD PELISSIER, Member	DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	LARRY ANDERSON, Member	DATE
	 CARL CAPORALE, Member	4-11-17 DATE
	 CHAD PELISSIER, Member	4-11-17 DATE