

TOWN OF ALLENSTOWN
Sewer Commission
33 Canal Street
Allenstown, New Hampshire 03275
September 27, 2016

Call to Order.

The Allenstown Sewer Commission Meeting for September 27, 2016 was called to order by Mr. Anderson at 4:00p.m.

Roll Call.

Present on the Board: Larry Anderson; Carl Caporale; and Jeff McNamara.

Others Present

Residents of Allenstown:

Others Present: Mike Trainque, Hoyle & Tanner Associates; Matt Angel; and Peter Boettcher

Other Public Officials: Jeff Backman, Superintendent; Jacqueline Wallace, Sewer Administrative Assistant; and Roxanne Chomas, Assist Superintendent.

Allenstown Staff:

UNAPPROVED MINUTES

Motion. Mr. Caporale made a motion to approve the September 13, 2016 minutes. Mr. McNamara seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

PROJECT UPDATES:

Meet with Michael Trainque

Mr. Trainque stated the next workshop for Waste Water Asset Management is scheduled for October 5, 2016; however, there is a glitch in the Vue Works software. He stated they are hoping to have it fixed by October 5, 2016.

The Chair stated he read the new warrant article Mr. Trainque drafted. Mr. Trainque stated part of the warrant article reads “repayment of the clean water state revolving loan funds and interest thereon to be

paid by sewer funds; and further to authorize the Selectmen and Sewer Commission to take all action.” He stated the warrant article in 2009 read “that the Sewer Commission shall pay the \$812,500 and applicable interests in full from said currently available sewer funds.” He stated the big difference from the two warrants is the 2009 said “from currently available funds” whereas the new one doesn’t.

The Chair expressed concern with not having “currently available funds” because people might think they are raising the sewer rates. Mr. Trainque stated if they put “currently available funds” then it will beg the question of having extra money available. Mr. Caporale asked if they could word it as “any available funds or funding.” Mr. Trainque stated they want to say “sewer funds”. Mr. Backman suggested they say with sewer funds not to raise the rate. Mr. Caporale stated if something happens where they have to raise the rate then they run into issues. Mr. Trainque suggested “to be paid by accumulated sewer funds.” He cautioned against saying there would be no impact to the sewer users.

Motion. Mr. Caporale made a motion to change the warrant article wording to “to be by accumulated Sewer funds.” Mr. McNamara seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

Mr. Trainque gave the Board an update on the Headworks Loading Study. He stated HTA has developed a rough draft of the sampling plan so it defines the parameters of the sampling location; however it needs to be refined. He stated HTA is looking to set up a meeting with the Board in the new couple of weeks.

Mr. Trainque stated the sewer easement for Lot 111-01 has been dropped at this point. He stated there have been a number of attempts to contact the nephew of the property owner to meet with him regarding their questions. He stated the feeling at this point is the easement already exists. He expressed concern of not having anything on record and the property is sold there won’t be anything for the real estate agent to see. Mr. Caporale asked if they can send a certified letter so they go on record they tried to notify the guy. Mr. Trainque stated the certified mail should go to the property owner.

Mr. Caporale asked if they can note it in their system about notifying the property owner. Mr. Trainque stated they can put a note in their file. Mr. Backman asked what the certified letter would include. Mr. Trainque stated he needs to think about it but it will include something to the effect of the easement already exists on the property and they would like to formalize it to file it with the registry of deeds.

The Chair asked if they only have the one easement. Mr. Trainque stated the town has other easements but this is it for the Sewer.

Mr. Trainque stated the draft report for the bacteria source tracking and sampling Round 2 was sent over to Mr. Mulholland. He stated one of the things they are holding out on is the wet water sampling. He stated the problem here has gone away since they connect. He stated there haven’t been any hits near the threshold over here.

Mr. Trainque stated he hasn’t put anything formal on West Street at this point.

Meet with Peter Boettcher

Mr. Boettcher stated he and Mr. Backman were working on the screen replacement. He stated they are right around \$105,000 and they had budgeted \$150,000. Mr. Caporale asked if it was this year or next year's budget. Mr. Backman stated it was next year's budget.

Mr. Boettcher stated for the pump station buildings they need to take the handles off to get the building off. He stated the gates are old and junky so they want to add aluminum gates. He stated they got a price of \$8,000 for the gates which will make the building over. He stated he would like to use aluminum because the fiberglass gates can become swollen. Mr. Caporale asked how much over it will run the building. Mr. Boettcher stated it would be \$8,000. Mr. Backman stated they will be okay on the bottom line.

Motion. Mr. Caporale made a motion to replace the gates with aluminum gates in the amount of \$8,000. Mr. McNamara seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

Mr. Caporale asked how they are going to move the end building. Mr. Boettcher stated they both move the same way. Mr. Backman stated there are two buildings not three. Mr. Boettcher stated the walls are not permanently attached.

Mr. Boettcher stated they were able to by the SVN Card.

Mr. Boettcher stated there was a lot of discussion with the container guys over the last weekend. He stated they agreed the shelf which is needed for the container was on the drawings. He stated the shelf needed to be put in. He stated he had quoted the metal for \$800 but was able to get it for \$445. He stated they will deduct Mr. Dingman's hours from the bill. He stated he would like the Board to send them \$68,000 of the \$71,000 they owe and tell them they will hold it until the project is complete.

Mr. Boettcher stated the touch screen on the press room went bad and will send it out for repair. He stated he does not have a price for it yet. He stated they will get a two year warrant once the repair is done.

OLD BUSINESS:

Update on accounting software conversion

Mr. Angel stated the GL (General Ledger) data will be easy to move over. He stated they will cut off the GL on Friday and key in new balances into the new system on Monday. He stated Ms. Wallace will have to enter in each outstanding invoice which there is about thirty of them.

Mr. Angel stated he is hearing entering purchase orders is difficult; it can take up to forty minutes to do. He stated they have to allocate an invoice between the three cost centers. Mr. Caporale asked if they did it at the end. Mr. Angel stated they did it when they paid the invoice. He stated QuickBooks Pro is easier but the new software may get faster as they go along.

Mr. Angel stated they are also finding entering hauled waste to be difficult. He stated Mr. Backman is looking at doing hauled waste out of the scale software and then importing the information into the new system. He stated the monthly rentals won't change because there is too much going on.

Mr. Angel stated they are not going to change the way they are collecting revenue but will try to find a way to set it up for auditing so it comes out better. Ms. Wallace stated it took her an hour and a half to try to put an invoice in. She stated putting it into Interact is a lot more efficient.

Mr. Caporale asked how long until they get options from Interact. Mr. Backman stated Interact Option 1 will allow them to generate and post invoices, run a summary report, and everything else they currently use Interact for which is \$1500. He stated Option 2 will allow them to generate and post invoices as well as apply payments, run statements, and maintain account balances which is \$3,500. He stated they will have to discuss how to get the information into Tyler software.

Ms. Wallace stated the invoicing took a while however she tweaked it so it can be done. She stated there are four big accounts in Tyler right now for September invoices. Mr. Caporale asked if they determine it can't be done and it is all manual entry how bad will it be. Mr. Backman stated they can still generate an invoice and get it over to Tyler even if they go with Option 1.

Mr. Caporale asked if Ms. Wallace can keep up with the billing. Ms. Wallace stated once they get the initial invoices in it will be no different than entering them into QuickBooks.

Mr. Caporale stated he thinks the purchase order will get more fluid as time goes on. The Chair asked if they can do the same thing with the purchase orders as they did with the invoice. Ms. Wallace stated no, the purchase orders are different. She stated they are dealing with a new software, system and codes. Mr. Angel stated the system is more difficult for the front line employees. He stated it is easier for people to analyze the data because it will be right there. Ms. Wallace stated it does ask for more data such as a part number.

Mr. Caporale asked Mr. Backman how he feels about it. Mr. Backman stated no matter when they do it there will be a transition to do it. The Chair stated he went to the Select Board meeting last night and the Finance Director said the Sewer Department agreed to do it for January 1, 2016; however, he spoke to Mr. Backman and they never agreed to January. Ms. Wallace stated she spoke with Ms. Simmons this morning who clarified they were worried they wouldn't be ready for October 1, 2016 but there was nothing ever said she thought they couldn't do it October 1, 2016. Mr. Angel stated he has maintained it is the Sewer Department who determines when they are ready to make the switch.

Mr. Backman stated Mrs. Chomas, Ms. Wallace, and himself had a meeting with Ms. Simmons and voiced some concerns purchase orders and invoicing and were nervous with the October 1, 2016 date.

Mr. Caporale asked Mr. Angel how he feels about doing the transition for October 1, 2016. Mr. Angel stated he thinks they can do it because it is just moving the general ledger over. The Board agreed to continue working toward the October 1, 2016 deadline for the transition.

Mr. Angel stated after the transition, they need to find a different billing software for their monthly sewer rentals. Mr. Backman stated Ms. Simmons has set up a demo for Avatar. He stated they will set up a demo for Infinite Visions Utility as well. The Chair stated when the town first switched to Tyler they were told there was a separate module for the Sewer to do their billing. Mr. Angel explained it is more efficient to break the system up into two. He stated if they want the tax collector to collect Sewer bills, it has to be with Avatar. He stated the plus side of Avatar is if someone's bill gets liened they press a button and it gets moved over to a lien.

The Chair asked if they are going to have an account for the collections or are they using their own account. Mr. Angel stated they will use their own account. He stated Avatar will be feeding information back to the general ledger. He stated they should be able to do the same thing as they are doing now. Ms. Wallace stated she sent out 367 letters requesting banking information so they can do EFT payments. She stated they sent out the same letter the town had sent to their vendors.

Motion. Mr. Caporale made a motion to rollover to the Tyler Accounting for October 1, 2016. Mr. McNamara seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

Motion. Mr. Caporale made a motion to purchase AWS software with Mr. Backman's permission up to \$3,500. Mr. McNamara seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

Mr. Angel stated they need to consider how clean they want to bring the data over. He stated filing fees and late fees will calculate differently. Ms. Wallace stated there are admin fees and other fees. Mr. Caporale asked they bring the fee schedule to them so they can review it.

The Chair asked if Checkmate will be going to the Town Hall or stay at the Sewer.

Invoice from PSC for river crossing pipe work.

Mr. Trainque stated Dana Clement called him last week and asked him to calculate the capacity of the pipe and how the share will work.

Mr. Caporale asked what it is based on when they get a bill. Mr. Trainque stated they went through five years of flow records, got the average flow, and split it out. He stated if it is based on the original flow then Allenstown would owe 35 percent. Mr. Caporale asked if the lawsuit never happened would they pay the bill. Mr. Trainque stated it is probably a good idea to have a basis. Mr. Caporale stated it is not

for them to decide the basis. Mr. McNamara stated the lawyers will decide the basis. Mr. Caporale asked if they could pay the bill reserving the right to whatever.

Mr. Trainque stated it was Dana's feeling Allenstown should commit to some capacity of the pipe. He stated it would be easy enough to figure out what they need to commit to. He stated part of the discussion was keeping the pipeline available. He stated only about half the flow from Allenstown goes across the river to Pembroke. Mr. Caporale stated it is their records versus Allenstown's records. He suggested they pay the bill and go back for the difference if they need to.

Mr. Trainque stated Allenstown did some work on the fence and it should be credited against the bill. Mr. Boettcher stated it is on Allenstown side and Pembroke is responsible for maintaining their side of it. Mr. Trainque stated the argument was each town has a certain allocation of the pipe line. Mr. Caporale asked if they have something to stand on if they try to credit the fence. Mr. Backman stated it was \$3,000 for the fence. Mr. Trainque stated he didn't think it was worth it to credit the fence.

Mr. Trainque suggested they have the question of what the cost share should be. He stated he will draft a letter to Pembroke for them. Mr. Backman stated he can get the check out by October 18, 2016. Mr. Trainque stated they should note for the record some decisions will be made in the future regarding the cost sharing going forward.

Motion. Mr. Caporale made a motion to pay the Pembroke Sewer Commission bill.

Mr. Caporale asked if the wording for the warrant gets voted down and the plant finds the money, can they still not do it if they have the money or can they do it anyways. Mr. Trainque stated the point of the warrant article is because it is a loan commitment. He stated it becomes a legal technicality; does the lack of approval from the voters only prohibit the funding through the SRF loan and nullify any other options.

Mr. Boettcher stated another town he works for had something voted down and they started doing it but got stopped. Mr. Trainque stated it is a legal matter. He stated they could make the argument the bond article is for entering into a loan agreement. Mr. Caporale asked if they can word it as such. Mrs. Chomas asked when they have to do it by. Mr. Backman stated they have a meeting November 7, 2016 for the Selectmen to review it and recommend or not recommend it.

NEW BUSINESS

Discuss moving payroll to Town Hall

Mr. Backman stated the prices are basically the same. He stated they don't have to do NHRS reports anymore. He stated if someone's time is off they will ask Mrs. Baird to fix it. Mr. Caporale stated it removes the frustrating administrative things to the Town Hall. Mr. Backman stated they are going to put their own time in, him or Mrs. Chomas will review and approve them, and then sending it to Town Hall for processing. He stated they would move payroll over January 1, 2016.

Motion. Mr. Caporale made a motion to move the payroll over to the Town effective on the first payroll of January. Mr. McNamara seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

The Chair declared a five minute recess.

ADJOURN

Motion. Mr. Caporale made a motion to adjourn. Mr. McNamara seconded the Motion. There was no additional discussion.

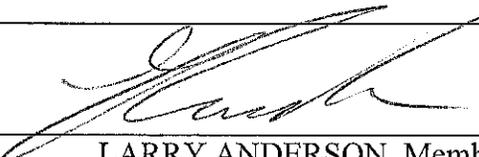
A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

Mr. Anderson declared the meeting adjourned at 4:50pm.

TOWN OF ALLENSTOWN
SEWER COMMISSION
PUBLIC MEETING MINUTES

August 30, 2016

Signature Page

Original Approval:	
 LARRY ANDERSON, Member	10-12-16 DATE
CARL CAPORALE, Member	DATE
 JEFFREY MCNAMARA, Member	10-12-16 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	LARRY ANDERSON, Member	DATE
	CARL CAPORALE, Member	DATE
	JEFFREY MCNAMARA, Member	DATE

