

TOWN OF ALLENSTOWN
Sewer Commission
33 Canal Street
Allenstown, New Hampshire 03275
October 12, 2016

Call to Order.

The Allenstown Sewer Commission Meeting for October 12, 2016 was called to order by Mr. Backman at 4:00p.m.

Roll Call.

Present on the Board: Larry Anderson and Jeff McNamara.

Excused: Carl Caporale

Others Present

Residents of Allenstown:

Others Present: Peter Boettcher

Other Public Officials: Jeff Backman, Superintendent and Roxanne Chomas, Assist Superintendent.

Allenstown Staff: Shaun Mulholland, Town Administrator.

UNAPPROVED MINUTES

~~Motion. Mr. McNamara made a motion to approve the September 27, 2016 minutes. Mr. Anderson seconded the Motion. There was no additional discussion.~~

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

PROJECT UPDATES:

Meet with Peter Boettcher

Mr. Boettcher stated Lakeside wants all the money up front for the screen. He stated he would like to alter the payment schedule to 30% on approval of the shop drawings, 60% on delivery on site, and 10%

after factory startup. The Commission gave Mr. Boettcher permission to propose the discussed payment schedule with Lakeside.

Mr. Boettcher stated the plan is to issue a purchase order in January, signed off end of January/beginning of February, and takes about six to eight weeks for a change which brings them to April or mid-May.

Mr. Boettcher stated they got a quote for the fire alarm. He stated he emailed them a blueprint of the new system. He stated it comes out to \$46,000 and it is from BK Fire Systems. He stated it has to be approved by the Fire Department. He stated they are looking to do a purchase order for the first week of January and it is in the budget for next year. Mr. Backman suggested they wait to approve it until they get through the budget process.

Mr. Boettcher distributed the schedule for replacing the gates which they had discussed at the last meeting. The Chair asked how they made out with the gates. Mr. Boettcher stated they have the materials ordered.

Mr. Boettcher stated the stainless steel cans have been online for a while. The Chair asked how soon it will be empty. Mr. Backman stated it may be next week or the week after. Mr. Boettcher stated as soon as Mr. Backman is happy with it they can release the rest of the money. Mr. Boettcher stated he wants to see the blueprints first before they do anything more. The Chair stated he wants to make sure the pop-up works.

Mr. Boettcher stated the buildings are over 50% done. The Chair asked about the boards for inside the buildings. Mr. Boettcher stated he doesn't want to commit any more money to the project until they are sure it is needed. The Chair asked if they can plywood the inside and then put the other stuff on. Mr. Boettcher stated they can plywood it and then do the FRP. He stated buildings can be finished and then the Commission can decide to add the FRP later if they want.

Ms. Chomas asked Mr. Boettcher when his last day is. Mr. Boettcher stated it is two weeks. Ms. Chomas stated they need to do the shut down before Mr. Boettcher leaves. The Chair stated he wants to shut everything down but the can and see if the things will go back online. There was further discussion of testing the power failure testing.

OLD BUSINESS:

Mr. Backman stated they are two weeks into the conversion. He stated they don't have purchase orders tonight. He stated the intention is to have a purchase order manifest to be signed through Right Signature. He explained there won't be any more paper purchase orders. He stated the accounting thing is frustrating for Ms. Wallace himself. Ms. Chomas stated it is frustrating but Mr. Mulholland assures them once it's done it will be easy.

Mr. Backman stated they have a payroll manifest, a sewer adjustment journal for August, a sewer adjustment journal for September, and a hauler billing detail for September for the Board to sign tonight.

Mr. Backman showed the Commission the transfer in from the Capital Reserve for the Pembroke River Crossing payment. Mr. McNamara asked if they said anything. Mr. Backman stated he is mailing the check tomorrow along with the letter Mr. Trainque prepared.

Motion. Mr. Anderson made a motion to transfer funds from the SWTF Construction Improvement Fund in the amount of \$27,107.40 to the Allentown Sewer Fund. Mr. McNamara seconded the Motion. There was no additional discussion.

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

Motion. Mr. Anderson made a motion to move \$27,107.40 into the 2016 budget line 20.4326.52.450 Construction/Reconstruction Collection System. Mr. McNamara seconded the Motion. There was no additional discussion.

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

NEW BUSINESS

2017 Budget

Mr. Backman stated they have one more meeting before it is due to Pembroke, and November 7, 2016 they have to go before the Selectmen. He stated the intent is to use the new budget with the new budget codes.

Mr. Backman stated the projects for 2017 put into the budget were preliminary treatment upgrade for \$150,000 and \$79,000 to upgrade the electrical panels.

Mr. Backman stated the budget is up 3.05% and the default budget is up 3.38% right now.

Motion. Mr. Anderson made a motion to hold off on the budget until Mr. Caporale is available. Mr. McNamara seconded the Motion. There was no additional discussion.

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

There was discussion of meeting next week to go over the budget.

Mr. Mulholland stated he set them up with Right Signature. He stated if they are going to meet next week he will set them up with a link to create a password and get it started. Mr. Backman stated he will keep Mr. Mulholland posted about the meeting next week.

The Chair asked about the NewsLink conference and if he needs to go to it. Mr. Mulholland stated he doesn't need to but he may want to. He stated there are all kinds of sessions he may find valuable because of all the boards he is on. The Chair stated he will go. Mr. Mulholland stated if he goes to the website he can see what the different sessions there will be.

Discussion of Temporary Position

Mr. Backman stated Matthew Caporale is leaving in the beginning of November. He stated they put out an advertisement for a temporary person. He stated they found a candidate and a good fit. He stated his name is James Kellenbach from Franklin. Ms. Chomas stated he seemed very excited, has a lot of heavy equipment background and is very eager. She stated Mr. Backman was very happy with him. Mr. Backman stated he would like to get him in and started and pay him \$12.00 per hour. He stated they are hoping for the potential of Mr. Kellenbach becoming an operator. Ms. Chomas stated he seems to have a good head on his shoulders.

Motion. Mr. McNamara made a motion to hire James Kellenbach at \$12.00 per hour with a start date to be determined by the Superintendent. Mr. Anderson seconded the Motion. There was no additional discussion.

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

Other Business

Ms. Chomas asked Mr. Backman about the new budget format and it will just be three codes. Mr. Backman stated it is going to be a ten page spreadsheet. He stated it will be formatted at a number, a period, a number, a period, a number and a period. He stated the third number over 52 is collections, 56 is plant and 57 is hauled waste. He stated it is all going to get migrated into the new system. Ms. Chomas asked if they have a blank format. Mr. Backman stated they do but Mr. Angel is working on getting it into the new format.

Ms. Chomas stated when they present it to the board they need to think about putting it on the TV. Mr. Backman stated they are getting the budget to the Select Board early so they can review it. He stated they are also discussing the warrant article for the pump station.

Non-Public Session

Motion. Mr. Anderson made a motion to go into non-public session under RSA 91-A:3,II(e) at 4:37pm. Mr. McNamara seconded the Motion. There was no additional discussion.

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

Motion. Mr. Anderson made a motion to go back into public session at 5:22pm. Mr. McNamara seconded the Motion. There was no additional discussion.

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

ADJOURN

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

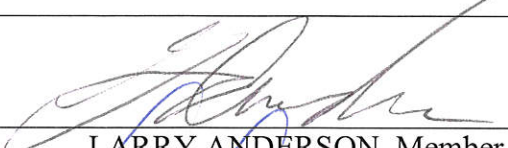


A Roll Call Vote was taken: Mr. Anderson – Yes and Mr. McNamara –Yes. Mr. Anderson declared the Motion passed.

Mr. Anderson declared the meeting adjourned at 5:23pm.

TOWN OF ALLENTOWN
SEWER COMMISSION
PUBLIC MEETING MINUTES

October 12, 2016

Signature Page

Original Approval:	
 LARRY ANDERSON, Member	10-25-16 DATE
 CARL CAPORALE, Member	10-25-16 DATE
 JEFFREY MCNAMARA, Member	10-25-16 DATE

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