

TOWN OF ALLENSTOWN
Sewer Commission
33 Canal Street
Allentown, NH 03275
December 20, 2016

Call to Order

The Allentown Sewer Commission Meeting for December 20, 2016 was called to order by Mr. Anderson at 4:30pm.

Roll Call

Present: Carl Caporale, Jeff McNamara and Larry Anderson

Excused:

Others Present

Public Officials:

Jeff Backman, Superintendent
Karen Simmons, Town Finance Director
Roxanne Chomas, Assistant Superintendent
Shaun Mulholland, Town Administrator

Residents:

Sylvia Bartlett, resident
Karen Leblanc, resident

Others

Peter Bethel
Mike Trainque, Hoyle and Tanner Associates

West Street Sewer Line

Sylvia: Karen and I want to be on the agenda because we are hitting year two on the new sewer line (at West Street) we had put in, come January. Back when we did it we were told the town would have ownership of the road, in that if anyone had to cut into the line we would be somewhat reimbursed, and that there would be a percentage. It has been two years.

Mike Trainque: I have been working on a reimbursement agreement that would be executed between the Sewer Commission and you folks. I have been working on a draft. This is a preliminary draft. It still has some holes in and needs work, but I want to give everybody a copy to look at. What I would like is for everybody to read through it and come back to me with any comments or questions. The basic gist of it is the portion of the project that is within the public right of way of West Street, that would be the main line and the two valve chambers/valve man

holes. The cost to install that was about \$15,950, and we included the engineer services, which was \$5,000.00. So the total for reimbursement would be roughly \$21,000. So the (reimbursement would be) split it 50/50. We haven't decided if it would be 100% reimbursement, 90, 80 or whatever. The maximum reimbursement would be \$10,450 to each if it were 100%. And that is laid out in this draft. I did put in some provisions for interest, as well as time frame for reimbursement. The sewer commissioners would be responsible for collecting, tracking separate from other sewer income and making reimbursements within a certain time frame. So that's what spelled out in the agreement as it exist right now. There are still some things that need to be resolved. My expectation is that we would start with this as a base and probably through some meetings with sewer commission and you folks.

Sylvia: We do know that there are 2 residents on the street that have septic system and there is an empty lot across from my house. I want to make sure that this gets resolved and doesn't come back later on as an issue. I don't want it to be forgotten.

Larry: I don't think we've forgotten. When we found out how many variables there are with the reimbursement alone and what is involved we thought it is staggering.

Mike: At this point it is finalizing the details.

Sylvia: Neither Karen nor I are expecting full reimbursement. But when you take \$28,000+ out of your pocket then you want something back if someone ties into that.

Karen: And, please don't take another two years.

Larry: Look through that and bring us any questions you have.

Mike: The premise is that it wouldn't be 100 percent of the cost, it would be the eligible portion. It will be determined between sewer and you to come to an agreement on that amount.

Larry: Then we'll register it with the state.

Mike: I don't think you have to do that. I set it up so the commissioners and the two property owners sign and the document will be notarized.

Larry: What if it's sold? No one will know that. You have to register it so when you do a title search it will show up.

Mike: It really applies to the 3 other properties, the two that are not hooked ups and the vacant lot.

Sylvia: What happens in 19 years and we're gone what happens? Who are you going to reimburse?

Carl: When you (Sylvia and Karen) sell your house this goes away.

Mike: This is between the sewer commission and the current owners.

Mike: We'll follow up with the rest of the details. If you have any questions feel free to give me a call.

Sylvia: Ok.

Carl: What if next week the person across the street has a failure and they want to tie in? Because technically we are still out of the loop.

Jeff M.: That is not public sewer at this time. Would they need permission from the owner?

Mike: The way that it was set up the town would own the portion within the right of way. In essence this would be the accessibility fee for those other 3 lots to connect to the sewer.

Carl: We haven't officially taken that over. That is why I am asking.

Sylvia: Eventually you will own that.

Carl: Technically the neighbors would have to go to Sylvia and Karen right now if something goes wrong before we adopt the system. The neighbor would have to pay out to them.

Sylvia: Ok. Thank you.

Approve minutes of November 22 and November 29:

Carl: I motion to approve the minutes from November 22nd.

Jeff M.: I second the motion.

Larry: There is a motion on the floor to approve the minutes from November 22nd. All those who approve say 'aye'.

Carl: Aye.

Jeff M.: Aye.

Larry: Aye.

Jeff M.: Ok, I'll make a motion to accept the minutes for November 29th.

Carl: I'll second that.

Larry: The motion on the floor to accept the minutes from November 29th. All in favor?

Carl: Aye.

Jeff M.: Aye.

Larry: Aye.

Suncook Pond Pump Station

Mike: Suncook Pond pump station. The warrant article is moving forward. You met with The Board of Selectmen and the Budget committee already. There are two public hearings coming up. Monday January 9th is the Board of Selectmen public hearing. Are they looking for a presentation at that hearing?

Shaun: Yes. That is the legal hearing. The public announcement went out today.

Mike: The Budget public meeting is scheduled for January 14th.

Shaun: The Board of Selectmen will make their recommendations on the 9th. By the end of the 14th both the Board of Selectmen and the Budget committee will make their final recommendations.

Mike: I have PowerPoint presentation in progress for both warrant articles. We have slides addressing the warrant for the asset management and slides addressing the pump. We can talk about the logistics at some point.

Jeff B.: Where are these meetings being held?

Shaun: The Selectman meeting will be held at Town Hall.

Jeff B.: So we can use the TV at the selectmen meeting.

Shaun: The meeting on the 14th will be held at the Community Center and we can set you up for the presentation there as well.

Roxanne: Would it be advantageous for us to look at the PowerPoint Jeff?

Jeff B.: Yes.

Mike: Yes. The only thing I need is some of graphics for the layout of the pump station. I have all of the text and points written out. It's about 80 % complete.

Roxanne: Is the public going to be there on the 14th?

Shaun: Yes, that is the public hearing on the budget.

Roxanne: I would like to see a table set up there, not manned, with info regarding this pump station. I don't want the public voting on something they don't have any information about. Do you think that is worth doing?

Larry: Usually there is a print out of the power point of any information at the meeting

Shaun: We will have a write up of the topics of the meeting. I'll give you as much space as you need in the printout, as this is a big item. I'll send you a copy from last year so you can see the format.

Roxanne: I just want to make sure this passes. The public might not even know what this about. I want them to be informed.

Jeff B.:I should write up the budget narrative and Mike should write up the pump narrative.

Roxanne: I agree. Thank you for taking that on.

Mike: I'll run it by you.

Roxanne: Thank you.

Mike: Any questions on either warrant article?

General: No

Mike: Paula Boyle is the engineer working on the study for the plant. Paula presented an overview of the sampling plan last week. She is making some tweaks and will send it to me tomorrow to review. Then we'll send it off to EPA for review and approval. That should go out this week.

Jeff B.:I will give you the data I've been collecting.

Mike: I sent a draft letter over to you regarding lot 111-1 to get any comments or questions you might have.

Roxanne: I didn't see a draft. Did you Jeffrey?

Jeff B.:No.

Mike: I didn't get a response. We can send it out on our letterhead or your letterhead. I had just been looking to get any feedback you might have.

Carl: I think regular and certified mail will be good.

Larry: It will be better on your letterhead.

Mike: Okay. I'll do that.

Mike: The only other thing I had was the West Street sewer which we went over. I suggest we meet to nail down the details.

Mike: That's all I have to say for this meeting.

Other Business

Larry: Peter, do you have anything to say?

Peter: Just visiting.

Sewar Adjustment Journal

Larry: I make the motion to accept the adjustment journal.

Jeff M.: I second that.

Larry: Motion on the floor to accept the adjustment journal. All in favor?

Carl: Aye.

Jeff M.: Aye.

Larry: Aye.

November Hauler Billing Detail

Larry: I make a motion to accept the Hauler Billing

Jeff M.: I second the motion.

Sewer Revenue Report

Jeff B.: The total we billed out to date is 2.523 million dollars. Which is down from last year, but that doesn't include December hauler billing and doesn't include 4th quarter sewer billing. So we estimate \$150,000 in revenue that we have yet to receive.

Karen: It's actually going to be more than that. We estimated \$95,000 for rent and about 148,000 for haulers.

Jeff B.: That would be 250,000. We went through the capital reserve today and we determined that we need \$130,000 to finish out the year. I prepared a letter for you to motion on this.

Larry: You only need \$130,000?

Jeff B.: Yes.

Larry: Karen is that good?

Karen: Yes.

Jeff B.: We want to transfer \$130,000 for purchase of machinery.
The line number is 20-4326.57.741.

Larry: I make the motion to transfer \$130,000.

Jeff M.: I'll second that.

Larry: We have a motion to transfer \$130,000. All in favor?

Carl: Aye.

Jeff M.: Aye.

Larry: Aye.

Larry: Is everyone paying?

Karen: I need to get with Jay.

Jay: All the haulers are on time. We won't submit the lien list until the end of the month because we still have a lot of payments coming in.

Larry: How much money do you have to lien?

Jay: I don't have that sum. I'll get that for you.

Carl: With regards to the errors we've previously discussed, how is everything going?

Jay: There haven't been as many errors. We are working on them.

Old Business

Laundry of employee sweatshirts and jackets

Roxanne: Washing machine and drying.

Jeff M.: Dead issue.

Roxanne: The guys are running out of clean sweatshirts. I've been bringing them to the cleaners.

Carl: Why are they running out?

Roxanne: Because they get dirty.

Roxanne: In order for the guys to stay warm the sweatshirts get dirty because we are not going to buy the jackets. I have been bringing the sweatshirts to the laundry mat and paying for them to be cleaned out of my own pocket.

Jeff B.: They have jackets that can be laundered. They can wear their jackets. It worked for three years.

Carl: Why is it different now?

Roxanne: The sweatshirts take longer to clean because they are NOG so it takes the laundry mat two weeks to clean them. I have been to several other plants and they have washer and dryer on premise for the employees to use. I am requesting this again for our plant. You have a free set that you just need to find a location for.

Jeff B.: Previously we bought three sweatshirts per year and the guys took care of them. That worked. We didn't buy any sweatshirts this year.

Carl: So some don't have sweatshirts, some do?

Jeff B.: Only if they worked here previously. They get jackets now.

Carl: Are the jackets taking two weeks to clean?

Jeff B.: We give them two so that they have one to wear while one is being cleaned. Sometimes it takes two weeks.

Carl: Then this is a laundry service problem.

Roxanne: I'm concerned the employees are looking filthy.

Carl: We can entertain this after we make room.

Larry: Where would you put them?

Roxanne: I haven't determined that.

Jeff M.: If Roxanne finds a place for them will you entertain the idea again?

Carl: We also have the issue of who will take care of the equipment.

Jeff B.: This project has been on hold due to other priorities.

Carl: The priority is going through the documents that are in storage and determining what to keep and what to shred.

Meeting Adjourned

Carl: Motion to adjourn at 5:30pm.

Jeff M.: I'll second that.

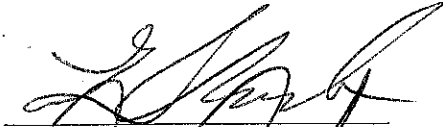
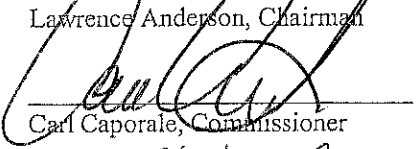
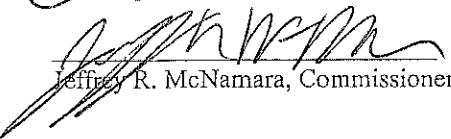
Larry: All in favor?

Jeff M.: Aye.

Larry: Aye.

Carl: Aye.

Payment Approval
Allenstown Sewer Commission

	Date	Approve	Disapprove
 Lawrence Anderson, Chairman	2-14-17	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Carl Caporale, Commissioner	2-14-17	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Jeffrey R. McNamara, Commissioner	2-14-17	<input checked="" type="checkbox"/>	<input type="checkbox"/>