

TOWN OF ALLENSTOWN
Sewer Commission
35 Canal Street
Allenstown, NH 03275
June 12, 2018

Call to Order

The Allenstown Sewer Commission Meeting for 6/12/2018 was called to order by Carl Caporale at 4:00 PM.

Roll Call

Present on the Board:

Jim Rodger
Chad Pelissier (excused)
Carl Caporale

Present in the Audience:

Dana Clement, Sr. Superintendent
Jeff Backman, Superintendent
Roxanna Chomas, Assistant Superintendent
Michael Trainque, Hoyle and Tanner Engineering

New Business:

Projects:

I. Wastewater Asset Management

Michael Trainque states that there are tentative dates for Wastewater Asset Management training of either June 26, 2018 or July 24, 2018. Jeff Backman states that it is a 4:00 pm meeting and the Commission would pick which date. Michael states that NHDES will be invited and should be open to the public. Mr. Caporale proposes June 26, 2018 at 4:00 pm. All agreed. No motion made. No motion passed.

II. Suncook Pond Pump Station

Michael Trainque reviews the updates to the Commission with the Suncook Pond Pump Station and overviews the structural work in progress. Michael also met with the contracted appraisal company and they are still working on the appraisals. The estimated time for the completion of their work is one to two weeks.

Michael also met with Mr. Lemire of 40A Library Street. Michael reviewed his conversations with him regarding the easement. Mr. Caporale asked why we are not taking the easement by Eminent Domain, and Michael responded that he believes that an offer is required before Eminent Domain can take place. Michael also reached out to Pembroke Water to let them know that he would be up there last Friday and would like to meet and discuss the waterline issues. Michael did not end up meeting with Pembroke Water but will reach out to schedule a meeting with them. Letters will need to be mailed out to all the property owners affected to get permission for the Permit. A signed permission must be submitted by the residents before a Permit can be given by the Town. Michael also confirmed that the SRF Loan application has been submitted to NHDES. No motions made, no motion passed.

III. Wastequip Update

Peter Boettcher updates the Commission on the quote for the two new stainless steel septage cans. Peter quoted a total of \$84,000.00 per can. Jeff Backman stated that these funds will come out of Capitol Reserve.

Mr. Caporale motions to purchase two stainless steel septage cans as quoted.

Mr. Rodger seconds the motion.

All in favor:

Mr. Caporale: Aye

Mr. Rodger: Aye

Motion Passed.

IV. Elemech Card

Peter reviews the communication issues with the program for the presses and his resolutions in process. No motions made. No motions passed.

V. Fire Alarm System

Peter reviewed the upgraded fire alarm system which the Town decided on. Peter states that our system was not adaptable to that. Our system was updated to work with the Town's new system. The Allenstown Fire Department took issue with our changes. Peter reviewed the correspondences with the AFD. Peter reiterated that our adjustments were approved by the previous Fire Chief and the Town. Mr. Caporale states that he does not believe that the Fire Chief should be forcing us to upgrade our alarm system again, as we had prior approval. Peter reviewed the requested new upgrades from the Fire Department.

Mr. Rodger motions to take the information under advisement.

Mr. Caporale seconds the motion.

All in favor:

Mr. Rodger: Aye

Mr. Caporale: Aye

Motion Passed.

VI. Whitten Street Repairs

Jeff Backman reviewed the Sewer Repairs Document with the Commission. Jeff stated that he put the specs on the website for bidding and received no bids, but did get it quoted out from Eastern Pipeline Service. This quote included two barrel block manholes replaced at \$5,500.00 each. Felix also viewed the sewer line via camera and Jeff feels that this would be a good pipe to line, extending the life of this sewer line by 60-70 years. Jeff is looking for approval for \$40,000 to proceed. Jeff foresees digging up the first two manholes on July 16, 2018. There will be letters sent out to the residence to announce the work on the street and will send this to the Community Center as well, as access to this facility is off of Whitten Street. The letter will request that the residence do their best to conserve water while the work is being done. Dana Clement suggests giving the homeowners an opportunity to change out their lateral sewer lines while the road will be dug up. Jeff stated that we could include that in his

letter to the residence. Jeff stated that he added at 10% contingency to the requested \$40,000.00 and he could request Felix to go out and camera the lateral sewer lines, if the Commission chooses. Mr. Caporale questions the cost to the Sewer Department in doing so. Jeff estimates an extra \$1,000.00. Mr. Rodger also interjected that it would be beneficial to us to have documentation via film of the condition of the lateral lines on the sewer line before the liner is completed. Roxanna Chomas asks how much it would cost to the homeowner to replace a lateral sewer line, if a problem is discovered on a property. Jeff Backman could not make an estimate. Mr. Caporale makes the motion to approve up to \$40,000.00 for the repairs and CCTV inspection on Whitten Street.

Mr. Rodger seconds the motion.

All in favor:

Mr. Caporale: Aye

Mr. Rodger: Aye

Motion Passed.

New Business

VII. SCADA

Jeff Backman reviews the Instant HMI software presently being used to operate the plant. The software company is closing down. Jeff and Dana completed trials of two new software programs. Mr. Caporale reviewed the proposed price packaging with Jeff for both programs. Mr. Caporale posed the question of the necessity of the purchase of new software. Jeff explained that components of the plant will not be compatible to operate when they are upgraded /replaced. Dana adds that this software is overdue for various reasons.

Mr. Rodger motions to spend \$18,264.20 for the purchase and implementation of the Ignition Software.

Mr. Caporale seconds the motion.

All in favor:

Mr. Caporale: Aye

Mr. Rodgers: Aye

Motion Passed.

VIII. Natural Gas Contracts

Jeff Backman reviews that our natural gas contract is expiring in August of this year. Jeff has been in communication with a few different utilities and discloses his findings.

Mr. Rodger motions to accept the Natural Gas Contract with Freedom Energy for a three year term.

Mr. Caporale seconds the motion.

All in favor:

Mr. Caporale: Aye

Mr. Rodger: Aye

Motion Passed.

Mr. Caporale motions to give Jeff Backman permission to sign the contract on the Commission's behalf.

Mr. Rodger seconds the motion.

All in favor:

Mr. Rodger: Aye

Mr. Caporale: Aye

Motion Passed.

IX. NHWPCA Summer Conference

Jeff states that the Summer Conference for the NHWPCA is next Friday, June 22, 2018 and requests to close the plant and have all the employees attend this event together, as has been done in previous years. Mr. Caporale asked if HTA is sponsoring the employees this year. Michael states that Hoyle and Tanner will be sponsoring our staff for the event. Mr. Caporale requested a ticket for himself. Mr. Rodger also requested to attend. Mr. Trainque extended the invite to both Dana Clement and Pete Boettcher and their wives. Mr. Caporale asked that we extend the invitation to Mr. Pelissier. Roxanna Chomas stated she will contact Mr. Pelissier and extend the invite.

X. Personnel Policy Paid Time Off

Jeff summarized the changes he would like to make. He proposed that a cap on Paid Time Off before accrual to be capped to 20 hours of PTO, or up to 4 accrual periods before time is earned, and with the agreement between the employer and employee that any negative PTO balance on the books at time of termination of employee will be deducted from any final paycheck due to them.

Mr. Caporale motioned to accept the new wording for the paid time off policy.

Mr. Rodger seconds the motion.

All in favor:

Mr. Caporale: Aye

Mr. Rodger: Aye

Motion Passed.

XI. Purchasing Policy

Jeff has updated the Purchasing Policy and made amendments to the wording of the policy, to reflect the changes with the new billing software and processes.

Section 2: added definition for Purchase Requisition

Section 2: added definition for Manifest

Section 3.2: credit card purchases require preapproval in electronic form or written form before purchasing from the Superintendent, or in his absence, the Assistant Superintendent.

Section 3.3: added Purchase Requisition as an internal control when we changed accounting software

Section 3.4: updated with internal control established when we changed accounting software

Section 3.5: increased the Superintendent's purchasing cap from \$5,000.00 to \$10,000

Section 3.6: removed the word “cash”

Section 3.7:3: added manifest

Section 3.7:4: New section for checks to be signed by the Treasurer and Chairman
Mr. Caporale motions to accept the changes in the Purchasing Policy with the edit of the increase the Superintendent’s purchasing cap to \$25,000.00, or by the Assistant Superintendent in his absence.

Mr. Rodger seconds the motion.

All in favor:

Mr. Caporale: Aye

Mr. Rodgers: Aye

Motion Passed.

XII. Hauler Billing

The Commission reviewed the May 2018 Hauler Billing. No motions made, no motions passed.

XIII. May 8, 2018 Meeting Minutes

Mr. Caporale mad a motion to accept the May 8, 2018 Meeting Minutes as written.

Mr. Rodger seconds the motion.

All in Favor:

Mr. Rodger: Aye

Mr. Caporale: Aye

Motion passed.

XIV. Accessibility and Development Fee

Jeff Backman opens a preliminary discussion regarding changes in the Accessibility and Development Fee. Jeff states that the fee has increased, as the calculations per hook up has changed. Jeff reviews the changes with the Commission. No motions made. No motions passed.

XV. Archeological Study

Michael Trainque reviews the amendments to the Archeological Study contract. The amount for the contract will increase by \$17,300.00.

Mr. Caporale motions accept the amendment to Hoyle Tanner Amendment 1, design which will increase the total an additional \$17,300.00 for a new total of \$166,150.00 to cover the additional cost of 1b Archeological Study and the additional subsurface exploration.

Mr. Rodger seconds the motion.

All in favor:

Mr. Caporale: Aye

Mr. Rodger: Aye

Motion Passed.



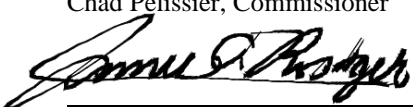
Motion to Adjourn

Mr. Rodger motions to adjourn.

Mr. Caporale seconds the motion.

All in favor:
Mr. Caporale: Aye
Mr. Rodger: Aye
Motion Passed
Adjourned at 6:01 pm

Document Approval
Allenstown Sewer Commission

	Date	Approve	Disapprove
 _____ Carl Caporale, Chairperson	07/09/2018 _____	<u> X </u> _____	_____ _____
 _____ Chad Pelissier, Commissioner	7/12/2018 _____	<u> X </u> _____	_____ _____
 _____ James Rodger, Commissioner	07/12/2018 _____	<u> X </u> _____	_____ _____

Signature Certificate



Document Reference: ZLEX47JMIKXTEBP5GA29SU

RightSignature
Easy Online Document Signing



James Rodger

Party ID: E468IXIRUI38VVD76GH6ST

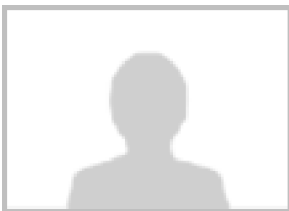
IP Address: 173.13.111.25

VERIFIED EMAIL: jrodger@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

51ef09c2f592e7cc792373e3c93b6cb7cf0d4384



Chad Pelissier

Party ID: U3EPKHJ75LFPXYEEIMR3M8

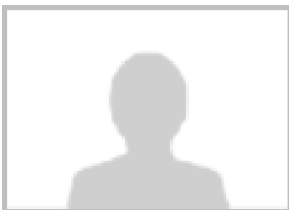
IP Address: 174.192.22.125

VERIFIED EMAIL: cpelissier@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

32502097b58e0560f9abf3c44a28d21df65dfb06



Carl Caporale

Party ID: FKP9EDJ7FJDK4IZ65JJ45X

IP Address: 24.62.155.19

VERIFIED EMAIL: ccaporale@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

d1fc2e725470bfe11361f829cfd13679d33c136f



Timestamp

2018-07-12 11:57:21 -0700

2018-07-12 11:57:21 -0700

2018-07-12 11:56:42 -0700

2018-07-12 11:47:57 -0700

2018-07-10 12:46:31 -0700

2018-07-09 13:42:26 -0700

2018-07-09 12:51:49 -0700

Audit

All parties have signed document. Signed copies sent to: James Rodger, Chad Pelissier, Carl Caporale, and Jeff Backman.

Document signed by Chad Pelissier (cpelissier@allentownnh.gov) with drawn signature. - 174.192.22.125

Document viewed by Chad Pelissier (cpelissier@allentownnh.gov). - 174.192.22.125

Document signed by James Rodger (jrodger@allentownnh.gov) with drawn signature. - 173.13.111.25

Document viewed by James Rodger (jrodger@allentownnh.gov). - 173.13.111.25

Document signed by Carl Caporale (ccaporale@allentownnh.gov) with drawn signature. - 24.62.155.19

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2018-07-09 12:30:59 -0700

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