

TOWN OF ALLENSTOWN  
Sewer Commission  
35 Canal Street  
Allenstown, NH 03275  
July 17, 2018

**Call to Order**

The Allenstown Sewer Commission Meeting for 7/17/2018 was called to order by Carl Caporale at 5:00 PM.

**Roll Call**

Present on the Board:

Jim Rodger  
Chad Pelissier  
Carl Caporale

**Present in the Audience:**

Jeff Backman, Superintendent  
Roxanna Chomas, Assistant Superintendent  
Dana Clement, Senior Superintendent

**New Business**

**1. Correspondences**

Mr. Caporale states that he has received a letter from a sewer user complaining about the speed of the hauler trucks on Main Street, as well as a complaint regarding the printed sewer bills being crooked.

Jeff Backman states that he will send an email out to all of the Septage Hauler Companies reminding them of the speed limit, as well as address the sewer bill concern to the sewer user.

**2. Pembroke Sewer Commission**

Mr. Caporale welcomes the Pembroke Sewer Commission, arriving. He asked that they state their names for the record:

Harold Thomson, Pembroke Sewer Commission Chairman  
Jules (Andy) Pellerin, Pembroke Sewer Commissioner  
Paulette Malo, Pembroke Sewer Commission Office Manager

Mr. Caporale inquires as to what the Allenstown Sewer Commission can do for them.

Paulette Malo stated that Pembroke Sewer Commission is looking to buy flow allocation.

Mr. Caporale asks for the amount of flow allocation they are looking to purchase.

Paulette Malo states that they are looking to purchase 100,000 gallons and possibly another 100,000 gallons in the future.

Mr. Caporale gives the floor to Dana Clement.

Dana states that in the aftermath of the lawsuit, there is a need for new Intermunicipal Agreement in place before flow can be allocated. Dana states he understands that will take some time, but believes the existing agreement can be whittled down and this should not take long to do so.

Paulette Malo interjects with telling the Commission that they presently have five (5) projects on the Planning Board's Agendas at this point, and one of which has conditional approval pending sewerage. Paulette states that market is great right now and this would be the time for the Pembroke Sewer Commission to come up with the money and buy in. Paulette states that by waiting for a new Intermunicipal Agreement, which could take one – two years, it would hold up production in Pembroke.

Mr. Caporale asks Dana Clement how long he believes this would take.

Dana Clement responds he believes it could take under six months to accomplish. His understanding is that Attorney Bill Drescher would be revising the agreement, as he has a long history with this situation, and it should not take longer than six months. Dana believes the longest part of the process will be the NHAG approval and NHDES approval.

Mr. Pellerin interjects that they are aware of the need for a new Intermunicipal Agreement. He states that they are here tonight to purchase 100,000 gallons now, and not to hold up contractors and projects. Mr. Pellerin believes waiting for an updated Intermunicipal Agreement is not necessary. Mr. Pellerin questioned if there is capacity for sale and can they purchase the capacity?

Mr. Caporale responds that the Allenstown Sewer Commission has not discussed offering or making flow available. Mr. Caporale highlights some of Dana Clement's points. Mr. Caporale states that there things that need to be in place before the sale of flow allocation can happen.

Mr. Pellerin again asks if there is flow available.

Dana Clement responds that the State of NH report says that 448,000 gallons per day is available. If Allenstown wishes to allocate some of that capacity for the hauler trucks, it will probably be about 150,000 gallons per day. Rounded off that would leave approximately 300,000 per day. What is needed for Allenstown flow allocation is a number the Sewer Commission will have to come up with, to know how much they can sell to Pembroke.

Mr. Pellerin asks if Allenstown Sewer Department has the capacity to expand and use that much flow? Mr. Pellerin states the Pembroke Sewer Commission is ready now to purchase 100,000 gallons, which is guaranteed revenue of \$250,000, with or without an Intermunicipal Agreement. Mr. Pellerin states that they need to give the awaiting contractors the go ahead with their projects. Mr. Pellerin states that this is available flow that is not being spoken for at this time.

Mr. Caporale agrees.

Mr. Pellerin states that the 100,000 gallons in question are not going to make or break the plant, unless some of the numbers that he has seen are incorrect. Mr. Pellerin would like to buy the allocated flow now, and the next 100,000 gallons can be moved on after the new Intermunicipal Agreement. Mr. Pellerin states that he is talking about a finite amount of flow and this should not have anything to do with a new Intermunicipal Agreement. Regardless of the variables, but this is a finite stepping stone proposal that Pembroke Sewer Commission is looking to move forward with. Mr. Clement states that moving forward is the goal of the Allenstown Sewer Commission. The ASC will need to come up with a number that is available for purchase.

Paulette Malo asks how long will that take.

Jeffrey Backman states that we should be able to come up with a number we can sell reasonably quickly.

Dana Clement states that Michael Trainque (Hoyle and Tanner Associates) has been working on this for 6 months.

Mr. Pellerin states that in going with what the State of NH is saying, the standard is 150 gallons per day; per bedroom. That is 450 gallons per day for a three bedroom house.

Jeff Backman informs Mr. Pellerin that we are in the process of updating our Accessibility and Development Fee and we are using Table 1008 from the State for Septic System Designs to calculate how much capacity either residential or commercial development would use.

Paulette Malo interjects that the Allenstown Sewer Commission does not distinguish between residential and commercial now.

Jeff Backman explains that we are in the process of moving forward with Table 1008.

Dana Clement explains that once that change has taken place, that chart is incorporated into the sale of allocated flow.

Dana states that the ASC would have to figure out total gallons for Pembroke Sewer to purchase. Once a number is established, the allocated flow will be available to purchase for a period of time. If the flow is not purchased within that period of time, the flow goes back to the Allenstown Sewer Commission, whom may or may not use it. Once the flow goes back to Allenstown Sewer Commission, which may or may not be available in the future.

Dana also proposes that Pembroke Sewer Commission will be given an opportunity to purchase a lump sum of flow for a period of time (whatever that time frame is).

Whatever flow is left after that time frame, it will go back to Allenstown Sewer which can be used if needed.

Mr. Pellerin asks how long it would take for the ASC to come up with a number and a yes or no on whether or not they can purchase 100,000 gallons.

Jeff Backman states that there will be a Public Hearing to go over the Accessibility and Development Fee at the next ASC meeting on August 14, 2018. In that Accessibility and Development Fee will state the cost for flow for the Pembroke Sewer Department, per gallon. Jeff estimates the fee will be around \$2.78 per gallon. and that his concern is the request is for 100,000 gallons now and another 100,000 gallons later. He states that he uncomfortable with that much flow coming in.

Dana states the other part of it was, as previously provided, the Commission will require an accounting for the 98,000 gallons you received from NHDES in the year 2000 after that 80%. After the 98,000 gallons was allocated to Pembroke, it brought the total to 698,000 gallons, which is 65%. The allocation for this flow has never been reconciled with accounting for that flow.

Going forward, the Allenstown Sewer Commission requires accounting for the 98,000 gallons of flow, as well as any additional flow and what that is allocated to.

Mr. Caporale states that the ASC is looking the following three things to be in place, in order to begin to allocate flow:

- 1) A full accounting of the 98,000 gallons allocated in 2000.
- 2) New Intermunicipal Agreement
- 3) The intent that there will be a lump sum of flow offered for a period of time for Pembroke Sewer Commission to purchase. If, after the period of time offered expires, the flow returns to Allenstown Sewer Commission with no promise to reserve that flow for Pembroke Sewer Commission. At that point, what is not purchased out of the offered amount will be off the table.

Pembroke Sewer Department agrees to have the accounting for the 98,000 gallons allocated in the year 2000 ready for the next meeting. The hope is to have the Letter of Intent from the Allenstown Sewer Commission, to help Pembroke move forward with the pending projects before their planning board.

Mr. Caporale thanks the Pembroke Sewer Department representatives for their time. Pembroke Sewer Department exits the building.

No motions made. No motions passed.

#### **Recess**

Mr. Pelissier motions to go to recess at 6:00 pm.

Mr. Rodger seconds the motion

All in Favor:

Mr. Caporale: Aye

Mr. Pelissier: Aye

Mr. Rodger: Aye

#### **Return from Recess**

Mr. Caporale motions to return to session at 6:55 pm.

Mr. Pelissier seconds the motion.

All in Favor:

Mr. Caporale: Aye

Mr. Pelissier: Aye

Mr. Rodger: Aye

Motion passed. Return to session.

### **3. Review of Pembroke Sewer Department Request**

Mr. Caporale reviews the agreement and understanding with Pembroke Sewer Department regarding moving forward with the proposed sale of flow allotment. Mr. Caporale requests that Jeff Backman get with Paulette Malo and square away the accounting for the 98,000 gallon allotment in 2000, before the next meeting on August 14, 2018. Jeff Backman states he will review it.

Jeff will get in touch with the attorney to get an estimate for a new Intermunicipal Agreement within the same time frame.

Jeff will get the Sewer Commission on the next Select Board Meeting to inform them of the updates and get feedback from them regarding the Accessibility and Development Fee and the consideration of selling capacity.

A Letter of Intent should be brought to the Board of Selectman Meeting, once produced by the attorney.

Mr. Caporale states the September 11, 2018 ASC Meeting will be rescheduled to a later date, because of the Primary Election.

Mr. Pelissier motions to authorized Jeff Backman to instruct the attorneys to move forward with the new Intermunicipal Agreement once he gets the signed motion from Pembroke Sewer Commission.

Mr. Caporale seconds the motion.

All in Favor:

Mr. Pelissier: Aye

Mr. Rodger: Aye

Mr. Caporale: Aye

Motion Passed.

**4. Motion to Adjourn**

Mr. Caporale motions to adjourn.

Mr. Rodger seconds the motion.

All in favor:

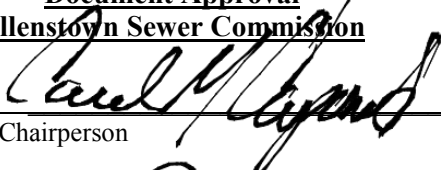
Mr. Caporale: Aye


Mr. Rodger: Aye

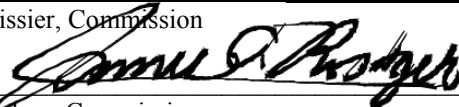
Motion Passed

Adjourned at 7:20 pm

**Document Approval**  
**Allenstown Sewer Commission**

  
\_\_\_\_\_  
Carl Caporale, Chairperson

  
\_\_\_\_\_  
Chad Pelissier, Commission

  
\_\_\_\_\_  
James Rodger, Commissioner

# Signature Certificate



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**RightSignature**  
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**James Rodger**

Party ID: P49CSRJYZ2L24YIGGSKG64

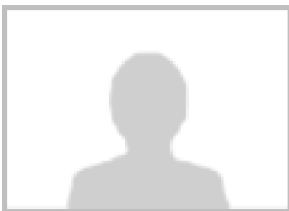
IP Address: 173.13.111.25

VERIFIED EMAIL: jrodger@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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**Chad Pelissier**

Party ID: BE6WV6JTWKK6ZIBJE8AU6F

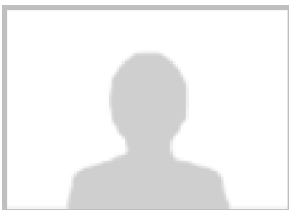
IP Address: 173.13.111.25

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Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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**Carl Caporale**

Party ID: RML5S9IYW2EERL5IF34R3D

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VERIFIED EMAIL: ccaporale@allentownnh.gov

Electronic Signature:

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Digital Fingerprint Checksum

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## Timestamp

2018-09-11 15:28:07 -0700

2018-09-11 15:28:07 -0700

2018-09-11 15:26:45 -0700

2018-09-11 15:26:37 -0700

2018-09-11 15:25:45 -0700

2018-09-11 15:25:00 -0700

2018-09-11 14:42:55 -0700

## Audit

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

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

Document signed by Carl Caporale (ccaporale@allentownnh.gov) with drawn signature. - 173.13.111.25

Document viewed by Carl Caporale (ccaporale@allentownnh.gov). - 173.13.111.25

Document signed by Chad Pelissier (cpelissier@allentownnh.gov) with drawn signature. - 173.13.111.25

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

Document viewed by Chad Pelissier (cpelissier@allentownnh.gov). - 173.13.111.25



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# Signature Certificate



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