

TOWN OF ALLENSTOWN
Sewer Commission
35 Canal Street
Allenstown, NH 03275
August 14, 2018

Call to Order

The Allenstown Sewer Commission Meeting for 08/14/2018 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
Michael Trainque, Hoyle Tanner Assoc.
Peter Boettcher, Boettcher Electric
Harold Thompson, Pembroke Sewer Department
Paulette Malo, Pembroke Sewer Department

New Business

Accessibility Fee and Development Public Hearing

Mr. Caporale opens the Public Hearing for the Accessibility Fee and Development project
No motions made
No motions passed.

Approval of ASC Meeting Minutes for July 10, 2018

Mr. Rodger motions to accept the July 10, 2018 ASC Meeting Minutes.
Mr. Pelissier seconds the motion.
All in Favor:
Mr. Rodger: Aye
Mr. Pelissier: Aye
Mr. Caporale: Aye
Motion Passed.

Project Updates

New Office Space Update

Peter Boettcher reviews and updates the Commission on the new office space construction progress.
No motion made.
No motion passed

River Road Control Replacement

Peter Boettcher reviews and updates the Commission on the River Road Control Panel construction progress.

No motion made.

No motion passed

Hauler Scale Software

Peter Boettcher reviews and updates the Commission on the Interact Software progress.

No motion made.

No motion passed

Huber Presses Control Panel

Peter Boettcher reviews and updates the Commission on the Huber Presses Control Panel progress.

No motion made.

No motion passed

T-4 Sludge Pump Update

Peter Boettcher reviews and updates the Commission on T-4 Sludge Pump progress.

No motion made.

No motion passed

Blower 2 Update

Peter Boettcher reviews and updates the Commission on Blower 2 progress.

No motion made.

No motion passed

a) Old Business**Building Permit Notification Process**

Jeff Backman reports he met with the Building Inspector and that the Sewer Commission will now get notified when a building permit is applied for, with any sewer connection involved.

No motions made.

No motions passed.

Holiday Acre Expansion Project

Mr. Caporale, Mr. Pelissier and Jeff Backman attended the last Board of Selectman meeting. They reviewed the extension applied for by Holiday Acres for building permits.

No motions made

No motions passed.

b) New Business (continued)

Morgan Record Scanning Project

Jeff Backman reports that he received a price on the 200 or so boxes of paperwork left to be scanned for a total of \$9000.00 (which is a \$5,000 less than originally quoted). Jeff opens the discussion for the Commission. Mr. Caporale motions to go ahead with the scanning of the remaining boxes of paperwork, capping the cost at \$9,000.00.

Mr. Rodger seconds the motion.

All in Favor:

Mr. Pelissier: Aye

Mr. Rodger: Aye

Mr. Caporale: Aye

Motion Passed.

2017 Closeout

Jeff Backman has prepared the 2017 Closeout. Jeff reviews the documents and explains the breakdown of the account lines.

Jeff states that the accounting shows that Allenstown Sewer Commission will owe Pembroke Sewer Commission a total of \$16,097.30.

Jeff requests a motion to accept the document as prepared so he can then forward it to the Pembroke Sewer Commission to review, and then pay the amount owed.

Mr. Caporale motions to accept the report as written by the Superintendent and to move forward sending it to Pembroke Sewer Commission.

Mr. Pelissier seconds the motion.

All in Favor:

Mr. Rodger : Aye

Mr. Pelissier: Aye

Mr. Caporale: Aye

Motion Passed.

31 - 35 Cross Street Sewer Connection Applications

Jeff Backman reviews the applications with the Commission. The Commission has taken the matter under advisement.

No motions made.

No motions passed.

Sewer Billing Register

Mr. Caporale motions to accept the 2nd Quarter 2018 Billing Register.

Mr. Pelissier seconds the motion.

All in Favor:

Mr. Rodger: Aye

Mr. Pelissier: Aye

Mr. Caporale: Aye

Motion Passed.

July 2018 Hauler Billing Register

Mr. Pelissier motions to accept the July 2018 Hauler Billing Register.

Mr. Caporale seconds the motion.

All in Favor:

Mr. Rodger: Aye

Mr. Pelissier: Aye

Mr. Caporale: Aye

Motion Passed.

Whitten Street Update

Roxanna Chomas presented a video with the progress being made on Whitten Street with the relining and some inspections of the sewer lines.

No motions made.

No motions passed.

Motion to Close Public Hearing

Mr. Caporale requests to close the Public Hearing, unless there are any further questions or concerns.

Paulette Malo asked when the Accessibility and Development Fee will be adopted.

Jeff responds that there will be another public hearing meeting September of 2018 regarding the matter, and adopting it at that time, if there are no comments or questions unresolved.

Public Hearing for the Accessibility and Development Fee Meeting is now closed at 5:55 pm.

Capacity

Jeff Backman reviews the capacity available to sell to Pembroke. That number is 150,000 gallons. The price for the capacity is \$2.80 per gallon. This offer will stay on the table for one year.

Letter of Intent and New Intermunicipal Agreement

Jeff states that he and Dana met with the attorney and a Letter of Intent and the cost for a new Intermunicipal Agreement will be worked on.

When Jeff receives this information, he will forward the information the Pembroke Sewer Commission. Jeff states there will be capacity available in the near future for the Pembroke Planning Board's pending projects.

7:15 pm (Harold Thompson and Paulette Malo exit the meeting)

Dana Clement reviews the visit with the attorney regarding the new Intermunicipal Agreement and the conversations that took place.

No motions made.

No motions passed.

c) Project Summary

Wastewater Asset Management Phase II

Michael Trainque reviewed the progress on this project and updated the Commission.

No motions made.

No motions passed.

Suncook Pond Pump Station

Michael Trainque reviewed the progress on this project and updated Commission

No motions made.

No motions passed.

Environmental Shoreline Permit

Michael Trainque reviewed the progress on this project and updated Commission

No motions made.

No motions passed.

Easement Property Appraisal and Agreements

Michael Trainque reviewed the progress on this project and updated Commission.

No motions made.

No motions passed.

d) Motion to Adjourn

Mr. Pelissier motions to adjourn.

Mr. Rodger seconds the motion.

All in favor:

Mr. Caporale: Aye


Mr. Rodger: Aye

Mr. Pelissier: Aye

Motion Passed

Adjourned at 7:29 pm

Document Approval
Allenstown Sewer Commission



Carl Caporale, Chairperson

Chad Pelissier

Chad Pelissier, Commission

James D. Rodger

James Rodger, Commissioner

Signature Certificate



Document Reference: UGKKUWJDG2355XS8D9V58A

RightSignature
Easy Online Document Signing



James Rodger

Party ID: FDTENYI3LKNJ3JWH7W5M3I

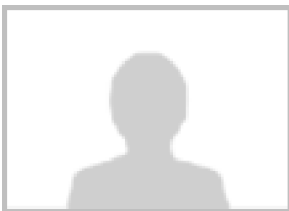
IP Address: 173.13.111.25

VERIFIED EMAIL: jrodger@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

51ef09c2f592e7cc792373e3c93b6cb7cf0d4384



Chad Pelissier

Party ID: JXGIRXJYB5JVPUM7U5ULGF

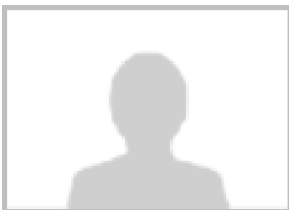
IP Address: 173.13.111.25

VERIFIED EMAIL: cpelissier@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

51ef09c2f592e7cc792373e3c93b6cb7cf0d4384



Carl Caporale

Party ID: SHLHMBJL3J74XEN6G7C32E

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VERIFIED EMAIL: ccaporale@allentownnh.gov

Electronic Signature:

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Digital Fingerprint Checksum

51ef09c2f592e7cc792373e3c93b6cb7cf0d4384



Timestamp

2018-09-11 15:37:02 -0700

2018-09-11 15:37:02 -0700

2018-09-11 15:36:32 -0700

2018-09-11 15:26:18 -0700

2018-09-11 15:26:13 -0700

2018-09-11 15:26:03 -0700

2018-09-11 15:19:30 -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 viewed by James Rodger (jrodger@allentownnh.gov). - 173.13.111.25

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

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

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2018-09-07 05:17:22 -0700

Document created by Jeff Backman (jbackman@allentownnh.gov). - 173.13.111.25



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