



Allenstown Sewer Commission

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September 11, 2018



Call to Order

The Allenstown Sewer Commission meeting of September 11, 2018 was called to order by Chairman Carl Caporale at 5:00 p.m.

Chair Caporale asked Jacqueline Williams to lead the Pledge of Allegiance and a moment of silence in memory of the September 11, 2001 attack.

Roll Call

Present on the Board: Carl Caporale, Jim Rodger, Chad Pelissier

Others present: Jeff Backman, Superintendent; Jay Wallace, Michael Trainque, Hoyle Tanner and Associates; Pete Boettcher, Boettcher Electric

Public Hearing on Accessibility and Development Fee

Chair Caporale opened the public hearing on Accessibility and Development Fee

Projects

I. River Road Pump Station

Pete Boettcher of Boettcher Electric reported that the update of the controls at the River Road Pump Station is complete. They received the last disc with software updates, and Mr. Backman was able to read them. The payment has been released. The project went very well and everybody is happy. There were no issues whatsoever.

II. Software and Upgrade of Weigh Scales

Mr. Boettcher said that he has talked with Ms. Chomas and Mr. Backman, and they have decided to leave the system as it is for now. The only option that works for ASC has remote support only, which they do not want to have to depend on. The technology may catch up by next year. There have been a few problems with the current scales because it is getting older. Another option proposed doesn't support the software. No reason was given, but they are not yet tied to QuickBooks.

III. New Office Facility

Mr. Boettcher reported that the electricity, heat, and AC are done. The contractor will be back tomorrow to start the floors, which is a three-day project. The facility is almost ready to be occupied. There is some day-work to be done. A window and a door had to be sent back, so they will put a temporary piece over the space. Regarding the press panels upstairs, Eii, Inc. suggests having two panels. They have provided a blueprint with a plan to build and install it. This is a whole different project. It would take a minimum of four days and would

be very expensive. They have one quote from Huber Technologies too. Mr. Backman confirmed that they could function for a week without it in the winter.

IV. Septage Cans

Mr. Boettcher stated that the rented septage cans are being rotated out to be fixed. There are some issues with rot. ASC has received an offer of about \$2,000 for empty cans. The price will vary, depending upon whether or not there are baskets and covers. Mr. Rodger asked how many cans were being rented. Mr. Boettcher responded that three are rented for \$50 per can per month. He added that the company treats ASC very well and gives us a very good deal. In turn, we send them, a lot of work. Mr. Backman verified that last year he renewed the contract with them for another three years.

V. Class Today

Mr. Boettcher said the class today went well. Dan learned a lot and felt good about it. There was a groove in the shaft, which was causing it to drip.

VI. Training

Mike Trainque, Hoyle Tanner and Associates consulting engineer, reported that there is \$3,200 left in the asset management budget. There is a bit of training which John has to do with Russ McMann, which is on hold because VUEworks is updating its software. With that update, VUEworks will be able to edit and update the GIS. Mr. Trainque said that Mr. McMann will be doing a presentation called 'The Art of Communication' at the October 30th Asset Management Conference. Mr. Backman said that he first has to complete his work on two videos.

VII. Suncook Pond Pump Station

Mr. Trainque stated that the HVAC design is in progress. A subconsultant was used for this and one will also be used for the electrical work as well. They need to coordinate with the utility companies, and he plans to attend the September 20th meeting of the Pembroke Water Commission. Mr. Backman will attend as well. Mr. Trainque continued, saying that environmental permitting is in progress. Separate drawings are being prepared for the Shoreland Permitting application; they want to see construction impact on three zones, as well as the impervious area. Regarding the attaining of easements, the DES will allow some leeway regarding the permit application form. They will give conditional approval until the easements are negotiated. Mr. Trainque said he sent information to Bill, the attorney, last week regarding the Lemire property. He will put together the paperwork for the eminent domain procedure; hopefully, Mr. Lemire will want to settle. He prefers to sell rather than allow an easement. Mr. Trainque told him that if he sells, he loses control, but with an easement, he still owns the property. Mr. Trainque spoke with the Orr & Reno attorney representing David Roberts and told him that Mr. Roberts' concerns will be accommodated in the easement and in the construction contract. He seemed happy. Chair Caporale said he understood Mr. Roberts' concerns about the safety of his grandchild. The attorney said that they have been trying to get an appraisal but have had no luck. The appraiser ASC uses is well-respected. Mr. Trainque reported that East Point Properties has sent ASC's offer to the owner, who is on vacation. East Point has been cooperative to date. They have concerns about future redevelopment of the property. However, a lot of the easement is in the

setback. Faced with eminent domain, they will probably negotiate. Granite Properties has not responded to numerous calls and emails. This is where the pump station is located. Chair Caporale said that Bill should start the eminent domain process. Mr. Trainque said that DES requested Environmental Review Documents, which have been sent. The report itself is 14 pages; the rest of the document is attachments. There are nine sections regarding environmental impact issues and how these will be addressed. He received feedback from DES yesterday, with minor changes. Five of the nine sections must be published in the Union Leader, or in a local paper if state-wide coverage is not required. This will kick off 30 days of public comment. These requirements are relative to the SRF loan. Fish & Game wants ASC to address sensitive species in the area in terms of erosion and sediment control. Two trees have to be removed. If a rare turtle is encountered, ASC must call the Wetlands System Biologist to make them aware. The Eastern hognose snake is in danger of being caught in the netting, so ASC must avoid erosion control netting which has welded plastic or biodegradable netting. They will use filter socks instead, which ASC has already specified. They suggested 'wildlife-friendly' options such as woven, organic materials. Mr. Trainque said that Paula was struggling with the Headworks Loading Study for BOD & TSS capacity of the plant. He said that he thinks he can work it backwards, based on the requirements of the permit. From that, he can define the capacity for BOD and TSS.

Old Business

1. Intermunicipal Waste Agreement

Mr. Backman addressed the task order regarding the draft update of the Intermunicipal Waste Agreement. He said that Bill told him today that he would send a price estimate and a letter of intent tomorrow. He estimates his fee at \$10,000. This is not a cap; he works on an hourly basis. Chair Caporale stated that they have a good template and it is not many pages. Mr. Trainque said it could be ten hours or 1,000, depending upon how negotiations go with Pembroke.

Mr. Pelissier made a motion to approve task order #ASC 2018-01 for General Engineering Services with a cost of \$10,000. Chair Caporale seconded the motion. All members voted in favor of the motion.

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Chair Caporale closed the Public Hearing at 5:46 p.m. There were no comments from the public.

Right Signature

Mr. Backman said that they are all caught up. He will contact CCS regarding Chad's service.

New Business

a. Pending Sewer Connection Applications

Mr. Backman reported that Edward Emond submitted an incomplete sewer connection application for 13 Lincoln Street in late August. He received the drawings for the connection today. Mr. Emond made a written request to be charged the current connection fee. There will be a 120-foot extension of the sewer line, for which the owner will pay. Thereafter, ASC will own and maintain the line. Holden Engineering will install an eight-inch sewer main up to a manhole at the end. The owner has a building permit. Mr. Backman continued, stating that BMT Construction has submitted a request for two sewer connections for Cross Street. BMT has four lots in all, but they already have one connection and have requested only two more. Mr. Pelissier explained that the town combined three lots without permission. They are working through the process of separating them. Mr. Pelissier asked if ASC gets involved with the bonding of the street. Chair Caporale responded that BMT needs an excavation permit to cut into the new road, but ASC is not part of that. He asked if they should have a policy regarding requests as the new rates go into effect or if they should operate on a case-by-case basis and make exceptions as needed. Mr. Pelissier suggested that they could allow these three requests for connection to pay at the current rate, with the understanding that they have 180 days to complete the connection and must have a building permit. Chair Caporale asked Mr. Backman to state the new rate. He responded that it is on a case-by-case basis depending upon the number of bedrooms.

Chair Caporale asked if refunds were given if a sewer connection is not made after being granted. Mr. Backman responded that the fees are returned if the project does not go through.

Mr. Pelissier made a motion to accept the revised sewer system accessibility fee and new fee schedule, effective September 12th. Chair Caporale seconded the motion. All members voted in favor of the motion.

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Chair Caporale asked Mr. Backman to notify BMT and Mr. Emond of the actions of the Commission.

b. Review 2018 Expenditure Report

Mr. Backman reported that the bottom line expenditures are at 61.22%, so they are looking good. He said that the report is in the members' folders for review. The members agreed that it was not necessary to go through the report line by line.

c. Discuss 2019 Budget Schedule

Mr. Backman stated that he has started working on the 2019 budget and is keeping increases to a minimum. He will have a first draft by the end of the week and will keep the Commission posted. Mr. Pelissier recalled that last year's budget increased by more than 3%, but they also were much busier and took in more revenue. He said that the first Budget Committee meeting is scheduled for September 20th. He asked if any line is way over. Mr. Backman said that certain ones are higher but the bottom line is good. The Machinery Purchase line is significantly higher because they purchased two stainless steel cans instead of one. Mr. Rodger asked why they must even discuss the budget if the bottom line is good. Mr. Pelissier said that the members of the Budget Committee don't understand the budget as the Commissioners do, so they ask questions. Chair Caporale said that the Budget Committee should forward their questions ahead of time because some require research. Mr. Backman said that his budget is due November 1st and will be presented to the Board of Selectmen on November 5th. Chair Caporale asked if this is required legally. Mr. Backman responded that it is a courtesy, and it looks better on the ballot to be recommended by the BOS. In the end, their budget will pass or they will have a default budget. A date for presenting the budget to the Budget Committee has not yet been set.

Chair Caporale called for a recess at 6:15 p.m. and called the meeting back to order at 6:25 p.m.

d. Review Hauler Billing Report

Mr. Pelissier made a motion to accept the August Hauler Billing Report. Chair Caporale seconded the motion. All members voted in favor of the motion.

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

e. Sewer Adjustment Journal

Mr. Pelissier made a motion to accept the August Sewer Adjustment Journal. Chair Caporale seconded the motion. All members voted in favor of the motion.

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Unapproved Minutes

Mr. Pelissier made a motion to approve the July 7, 2018 meeting minutes. Mr. Rodger seconded the motion. All members voted in favor of the motion.

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Mr. Pelissier made a motion to approve the August 14, 2018 meeting minutes. Chair Caporale seconded the motion. All members voted in favor of the motion.

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Other Business

Harold Thompson from Pembroke expressed concern because the ASC told him a month ago that they would provide a letter of intent soon regarding the intermunicipal agreement. Mr. Backman said that their attorney would have the letter of intent tomorrow. Chair Caporale said they should have the documents for him within a couple of weeks. Mr. Thompson said that work on the Intermunicipal Sewer Agreement can be time consuming. He mentioned a three-phase project for which phase one is complete, but they won't accept money until all three phases are done. They could install a septic system instead, but would need a variance because of the aquifer. Harold said that a lot of people don't want the development. Mr. Pelissier agreed with Mr. Thompson that some people simply don't want development, but if the zoning laws are obeyed, they can't stop it.

Non-Public Session

Chair Caporale made a motion to enter into a non-public session in accordance with the provisions of RSA 91-A:3 II (b) at 6:38 p.m. The motion was seconded by Mr. Pelissier. All members voted in favor of the motion.

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Mr. Pelissier made a motion to return to public session at 6:50 p.m. Mr. Rodger seconded the motion. All members voted in favor of the motion.

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Adjournment

Mr. Pelissier made a motion to adjourn at 6:51 p.m. Chair Caporale seconded the motion. All members voted in favor of the motion.

Mr. Rodger: Aye

Mr. Caporale: Aye

Document Approval
Allenstown Sewer Commission

Carl Caporale, Chairperson

Carl Caporale

Chad Pelissier, Commissioner

Chad Pelissier

James Rodger, Commissioner

James D. Rodger

Signature Certificate



Document Reference: XW4WDVJS72KL7W324ZW4RU

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Easy Online Document Signing



James Rodger

Party ID: 8UK7SPJBBJV7HUKV3BMCUI

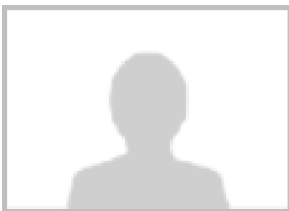
IP Address: 24.62.158.145

VERIFIED EMAIL: jrodger@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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Chad Pelissier

Party ID: N498Y3JIJLXIN4V5ZWVZX4

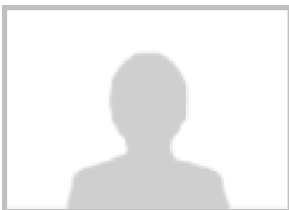
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Multi-Factor
Digital Fingerprint Checksum

51ef09c2f592e7cc792373e3c93b6cb7cf0d4384



Carl Caporale

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Digital Fingerprint Checksum

d1fc2e725470bfe11361f829cfd13679d33c136f



Timestamp

2018-10-09 13:47:25 -0700

2018-10-09 13:47:25 -0700

2018-10-08 18:15:11 -0700

2018-10-08 18:14:48 -0700

2018-10-08 17:28:15 -0700

2018-10-04 06:18:40 -0700

2018-10-04 06:17:55 -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. - 173.13.111.25

Document signed by James Rodger (jrodger@allentownnh.gov) with drawn signature. - 24.62.158.145

Document viewed by James Rodger (jrodger@allentownnh.gov). - 24.62.158.145

Document viewed by Chad Pelissier (cpelissier@allentownnh.gov). - 24.34.66.121

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

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