



**Allenstown Sewer Commission**  
35 Canal Street  
Allenstown, NH 03275  
603-485-5600  
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Call to Order

The Allenstown Sewer Commission meeting of October 9, 2018 was called to order by Chairman Carl Caporale at 4:04 p.m.

Roll Call

Present on the Board: Carl Caporale, Chad Pelissier, Jim Rodger (arrived late)

Others present: Jeff Backman, Superintendent; Roxanna Chomas, Assistant Superintendent; Michael Trainque, Hoyle Tanner and Associates; Peter Boettcher, Boettcher Electric; Harold Thompson, Pembroke Sewer Department

Ms. Chomas called for the Pledge of Allegiance.

Report of Peter Boettcher, Boettcher's Electric

Mr. Boettcher announced that tomorrow will be his last working day for ASC for this season. He reported that he has finished all projects requested by Mr. Backman and Ms. Chomas, along with a few extra ones. He has completed all training on the items installed. He said that prices will be coming in for the redo of the control panel upstairs. He will be back in the Spring if he is needed.

Ms. Chomas confirmed that Mr. Boettcher would be rebuilding the press in the January/February timeframe.

Mr. Backman said that ASC wants to work on the flow meters for next year.

Mr. Boettcher added that he would like to work on telemetering as well so that what is happening in the field can be seen without actually going out. When the new pump station is operational, they can tighten things up.

Chair Caporale thanked Mr. Boettcher for his efforts and wished him an enjoyable winter retreat.

Ms. Chomas stated that the new cans were scheduled to arrive in January, but Mr. Boettcher has informed her that they should be here before the end of the year because they have found a supplier for the lids.

Mr. Boettcher stated that the Commission might still want to consider shopping.

Ms. Chomas asked Mr. Boettcher about plans to sell the old containers.

Mr. Boettcher responded that he has prospective buyers and that the price will depend upon whether they want inserts and covers. He added that he and Mr. Backman made adjustments to the new can, installing a pressure relief valve and changing the length of the input pipe.

Mr. Backman stated that the stainless-steel containers are better without a hatch. He said the green ones have a hatch and it is difficult to line them.

Ms. Chomas reported that they will be taking in 24 million gallons by the end of the year. She said they did not have to call Stewartstown to do any hauling this year. She said they removed the black box outside.

Mr. Backman explained that this is a bar rack for grease enclosed in a box. They took the stairs off and installed stairs going down.

### **Report of Michael Trainque, Hoyle Tanner and Associates**

Mr. Trainque first asked if Mr. McMahon would be making a presentation at the Wastewater Asset Management Conference on October 30, 2018.

Ms. Chomas confirmed that Mr. McMahon would be making a presentation.

Mr. Trainque reported that he attended the October 20, 2018 meeting of the Pembroke Water Commission. Pembroke Water plans to pay some percentage of the cost of a new water main on Library Street, and asked Mr. Trainque to establish the cost for the installation. Using a contingency of 15%, he said the ASC will need about \$11,500 for a portion of the water line extension. The cost to carry the line down and around the corner to a hydrant is about \$18,400, which Pembroke would pay. His estimate was for a six-inch main but Pembroke has requested an eight-inch main. This does not change the installation costs but adds \$6 per foot for the main. He said that if he doesn't hear back from them in the meantime he plans to attend their next meeting.

Mr. Trainque said that the Shoreline Permit should go in soon.

Mr. Trainque reported on the easement for Suncook Pond Estates. ASC offered \$11,500, based on the appraised value. They came back with \$15,000, which he thinks is acceptable.

Chair Caporale said that he favors accepting the \$15,000 price so they can have this closed and move forward.

Mr. Rodger made a motion to approve the \$15,000 purchase of a permit and temporary construction permit from East Coast Property Management. 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. Trainque said that the revised easement agreement is being reviewed by East Point's attorney.

Mr. Trainque next reported on the easement agreement for David Roberts, 36 Library Street.

He said he is tired of waiting to hear back from Orr & Reno. He sent the attorney a draft of the easement agreement with five conditions stated. Mr. Roberts has been trying, unsuccessfully, to get another appraisal of the property. Mr. Trainque said he thinks they can work things out with this easement.

Chair Caporale said that they had been working on this for three months. He asked if Mr. Roberts knows that ASC uses an independent appraisal company, and being a government body, must have honest, transparent dealings. He said that ASC has offered a fence and has agreed to have no trucks in the driveway; ASC has given a lot of leeway and wasted a lot of time. He suggested that the Commission vote to have their attorney prepare a declaration of taking.

Mr. Rodgers made a motion to instruct Attorney Drescher to begin the declaration of taking procedure for 36 Library Street, Map 111, Lot 47. 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. Trainque next reported that he has turned over the Lemire property to Attorney Drescher so that he can prepare a declaration of taking.

Mr. Trainque stated that he sent another email to Granite View Properties, LLC of New Jersey and has had no response. He recommends sending this to Attorney Drescher as well. He said this is the land where the pump station will be sited. This is 32 Library Street, Map 111, Lot 46.

Mr. Pelissier made a motion to instruct Attorney Drescher to begin the declaration of taking procedure for 32 Library Street. The motion was seconded by Mr. Rodger. All members voted in favor of the motion.

Mr. Rodger: Aye  
Mr. Caporale: Aye  
Mr. Pelissier: Aye

Ms. Chomas asked if this means that nothing will happen this year, that they will not even begin clearing the land.

Mr. Trainque responded that the Environmental Review documents have to be processed by DES. Then a notice must be published in the newspaper and 30 days must be allowed for public comment.

Mr. Rodger asked if it was really possible to get everything done by March.

Chair Caporale responded that they could finish the bidding process by the end of January or the first of February. As far as the taking of the properties, if that is done properly, it can be done in that timeframe.

Mr. Trainque stated that he opened a warrant request with Eversource in Mr. Backman's name in order to coordinate what ASC needs to put in for an electrical connection. He said the electrical engineer will coordinate with Eversource on the design.

Mr. Trainque reported that they finally have the organic capacity for the Headworks Loading Study, and Ms. Boyle is now working on the report. They will have a draft by the end of the month.

Mr. Trainque asked the Commissioners if they would like him to put in a disbursement request on the loan at this point.

Chair Caporale asked if it was needed and for what.

Mr. Trainque responded that it would be for invoices to ASC for the design.

Mr. Backman said that he does not think they need to.

### **Right Signature**

Mr. Backman asked everyone to log on to Right Signature and get caught up. He said that Mr. Pelissier and Mr. Rodgers need to sign the Accessibility Fee document.

### **Unapproved Minutes**

Mr. Rodger made a motion to approve the minutes of the September 11, 2018 meeting. The motion was seconded by Mr. Pelissier. All members voted in favor of the motion.

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

### **Signing of Manifests and Other Documents**

Mr. Backman presented the hauler invoice report.

Mr. Pelissier made a motion to approve the Hauler Invoice Report for September. 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 Adjustment Journal for September. Mr. Rodger seconded the motion. All members voted in favor of the motion.

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

### **Intermunicipal Waste Agreement**

Mr. Backman said he received an update today from Attorney Drescher, including his price estimate for preparing a new Intermunicipal Waste Agreement and a draft letter of intent. Mr. Backman wants to go over this with Attorney Drescher and Mr. Clement. The estimate for the new agreement is \$10,250, based on 50 hours at \$205 per hour. This is not a cap, just an estimate. Mr. Backman told the Commissioners that this document is in their files: #081015 ASC/estimate.pdf.

Chair Caporale made a motion to approve Attorney Drescher's estimate for preparation of a new Intermunicipal Waste Agreement. Mr. Pelissier seconded the motion. All members voted in favor of the motion.

Mr. Rodger: Aye  
Mr. Caporale: Aye  
Mr. Pelissier: Aye

## **NEW BUSINESS**

Ms. Chomas stated that they are still looking for candidates.

Mr. Backman reported that Denron has been in to service the heating units.

### **▪ 2019 Sewer Budget**

Mr. Backman stated that the Commission asked him to create a budget and a summary thereof. He said that the total budget is 1.5% higher than last year's budget. The default is .75% higher. He said that the numbers in red are the insurance costs which will not be final until November. The total budget is \$2,279,140; this amount is at the bottom of page four. Page five is a summary of the budget. The budget is due to the BOS by November 1<sup>st</sup>.

Chair Caporale said that a 1.5% increase is great compared with last year. He said that Mr. Backman did a good job. All bases are covered and they don't want to haggle over details.

Chair Caporale made a motion to approve the 2019 proposed ASC budget. Mr. Pelissier seconded the motion. All members voted in favor of the motion.

Mr. Rodger: Aye  
Mr. Caporale: Aye  
Mr. Pelissier: Aye

Chair Caporale said that they usually set the rate in December and asked the other Commissioners if they would like to do it now or wait. He said the rate has been level for the past three or four years, and they can keep it the same.

Mr. Pelissier suggested waiting until they get all of the numbers.

Mr. Backman said that the Budget Committee and the BOS will have questions and will want an answer, so he wants to be prepared.

Chair Caporale said that they can't hold ASC to anything.

### **▪ Septage Heater**

Mr. Backman reported that they are having a problem with the septage heater, and Denron wants the gas company to replace the regulator.

- **Signage**

Mr. Backman stated that they have ordered new outdoor signage. They are being made at the State prison workshop, are made of wood, and will cost \$300. He displayed a picture of the design. The size is five by six.

Chair Caporale said that \$300 is a phenomenal price and he is impressed.

Mr. Rodger asked if the signs would be laminated, saying that would oxidize over time.

Mr. Backman said that the signs can be sealed with an epoxy or with resin, which self-levels.

- **VUEWorks Videos**

Mr. Backman next showed one of the videos which Mr. McMahon had made for his presentation on October 30<sup>th</sup>. Mr. McMahon is using VUEWorks, which is commercial, off-the-shelf, web-based transit asset management software. The videos describe, step-by-step, how to perform various tasks. He said this will be a great tool for employee turnover, and it can be used by other departments if they have the VUEWorks software.

- **Manhole Repairs**

Mr. Backman said they have been doing manhole inspections and some need repair. He has contacted Dig Safe and they are on their schedule.

Chair Caporale said they used to have a ten-year plan with manholes and asked if they should return to that.

Mr. Backman said there was a problem when River Road was redone and the manholes had to be redone. They will make repairs on Meadow Lane, Lubern Avenue, Elm Street and Letendre Avenue. He said that if it is just a gasket, that will be simple to fix.

- **Whitten and Webster Streets Paving Project**

Ms. Chomas asked if the Whitten and Webster Streets paving project is complete.

Mr. Pelissier said he can't believe that it is done because the driveways are still down.

Mr. Backman said that he heard at a department heads meeting that they might leave it as it is.

- **Other New Business**

Mr. Thompson asked if Mr. Backman could come up with something he could use for his Pembroke budget.

Mr. Backman said that he would send him what he has now, cautioning that it won't be complete until they get the insurance figures.

Mr. Pelissier said he still has issues with his cell phone connection.

Mr. Backman asked for his password so that he could work on it, and he asked Mr. Pelissier to stop by sometime so they can get it fixed.

## **ADJOURNMENT**

Mr. Rodger made a motion to adjourn at 5:22 p.m. The motion was seconded by Mr. Pelissier.

All members voted in favor of the motion.

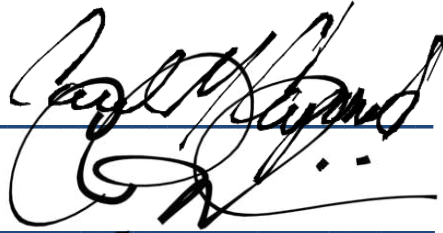
Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

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

**Carl Caporale, Chairperson**

A handwritten signature in black ink, appearing to read "Carl Caporale", written over a horizontal blue line.

**Chad Pelissier, Commissioner**

A handwritten signature in black ink, appearing to read "Chad Pelissier", written over a horizontal blue line.

**James Rodger, Commissioner**

A handwritten signature in black ink, appearing to read "James Rodger", written over a horizontal blue line.

# Signature Certificate



Document Reference: P4JWL2J6D4N4DHP7664XEA

**RightSignature**  
Easy Online Document Signing



**James Rodger**

Party ID: 54TRYZJFJ5V6CFXLWS9EWY

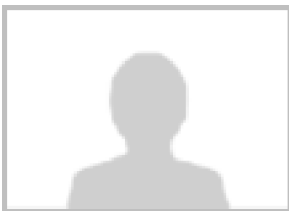
IP Address: 24.62.158.145

VERIFIED EMAIL: jrodger@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

de1121c73c247bda9d1b01e647d5c41fec6460f1



**Chad Pelissier**

Party ID: 3HSBT6I2GJXKRDPF4X7KS4

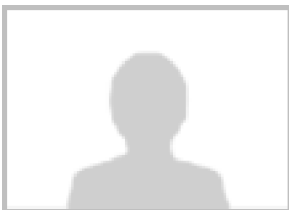
IP Address: 173.13.111.25

VERIFIED EMAIL: cpelissier@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

9dc50e5ee23cce97ac1153fa0b46126fd6c6cc70



**Carl Caporale**

Party ID: F62FKJJT9473YM6XK942DG

IP Address: 198.178.12.2

VERIFIED EMAIL: ccaporale@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

fdbe89d077bc831c0207c1ee33ab9a6dbc5b5381



## Timestamp

2018-12-10 09:42:54 -0800

2018-12-10 09:42:54 -0800

2018-12-10 09:42:18 -0800

2018-11-22 08:19:36 -0800

2018-11-13 14:14:02 -0800

2018-11-13 07:06:16 -0800

2018-11-13 07:06:10 -0800

## 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. - 24.62.158.145

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

Document signed by Chad Pelissier (cpelissier@allentownnh.gov) with drawn signature. - 174.192.4.4

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

Document signed by Carl Caporale (ccaporale@allentownnh.gov) with drawn signature. - 198.178.12.2

Document viewed by Carl Caporale (ccaporale@allentownnh.gov). - 198.178.12.2



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# Signature Certificate



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**RightSignature**

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