



Allenstown Sewer Commission

35 Canal Street
Allenstown, NH 03275
603-485-5600
FAX 800-859-0081



TOWN OF ALLENSTOWN
Sewer Commission
35 Canal Street
Allenstown, NH 03275
November 13, 2018 Meeting

Call to Order

The Allenstown Sewer Commission meeting of November 13, 2018 was called to order by Chairman Carl Caporale at 4:00 p.m.

Roll Call

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

Others present: Jeff Backman, Superintendent; Roxanna Chomas, Assistant Superintendent; Harold Thompson, Pembroke Sewer Department

Pledge of Allegiance

Chair Caporale called for the Pledge of Allegiance.

Unapproved Minutes

On a motion of Mr. Rodger, duly seconded by Mr. Pelissier, it was unanimously voted to table the minutes of the October 9, 2018 meeting until next month. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Ms. Chomas asked if everyone had seen the new sign outside. She is working on a solar spotlight.

Mr. Rodger said that it is smaller than he expected it to be, but it is fine.

Appointments

Chair Caporale stated that Mr. Trainque of Hoyle Tanner could not attend this meeting but sent a written report. Mr. Backman said that the most important part of Mr. Trainque's report is about the easements for the pump station project. Mr. Trainque spoke with the Orr & Reno attorney representing the Roberts' property. They discussed conditions and the attorney is making some revisions. They are close to an agreement. Attorney Drescher is preparing the documents for the taking of the Lemire and Granite View properties. Mr. Backman said that he, Ms. Chomas and Mr. Trainque met with Suncook Pond management so they could tour two Manchester pump stations. They were concerned about noise and vibrations. They still have concerns about noise, and no agreement has been reached.

Chair Caporale said that they are holding us up. He suggested that Attorney Drescher could begin drafting the documents for the taking of the Suncook Pond property as negotiations for an easement continue.

Mr. Backman reported that he and Ms. Chomas recently went over the design plans for the pump station with Mr. Trainque. The only item left is the HVAC system. He said that he had a copy of the plans for the Commission to review, if they wish.

Ms. Chomas stated that if the odor control system is a go, this is a new design. She said there are two of these in Maine that they should tour.

Mr. Backman said the plan is for an HDPE eight-inch forced main. It will go down Library Street, then down East Webster Street, and connect on Main Street to the existing system.

Mr. Rodger said he has no problem with it, but noted that it is extremely huge.

Ms. Chomas said they are looking ten years down the road at potential growth.

Mr. Pelissier offered the examples of Chester Turnpike and Notre Dame Avenue where growth is likely.

Mr. Backman continued, saying that this is a block building, similar to the Biomag building, with a metal roof and insulated walls.

Ms. Chomas noted that the pump is a T6; she thought it would be a T4.

Mr. Backman reported an issue because three-phase power is not in the area. They have a couple of options: They can run 565 feet to School Street for a connection or they can use one-phase power and convert it. Single phase requires a bigger generator and bigger wire sizes.

Mr. Pelissier said that three-phase power is more efficient.

Mr. Backman reported on his talks with Pembroke Water Works. He said they have proposed cost sharing, but it is not a reasonable proposal. Pembroke Water Works wants them to replace a two-inch, galvanized steel line on Library Street with a six-inch, probably cast iron, pipe. Mr. Backman said he had discussed with Mr. Trainque the possibility of drilling a well.

Mr. Pelissier stated that they would then have to worry about pumps.

Mr. Rodger stated that the more independent they could be, the better.

Mr. Pelissier said that a 50/50 split is reasonable,

Ms. Chomas reported that they are looking at two large doors instead of a roll up door for the garage because of the space the roll up door would require. Regarding the noise concerns of Suncook Pond, she said the Sewer Department might install sound walls. Suncook Pond management has rejected the suggestion of trees as barriers.

Mr. Rodgers asked if real estate people should be dealing with the easements.

Chair Caporale stated that they have a loan they can't use, and he repeated his earlier suggestion that they begin the eminent domain process and simultaneously continue attempting to negotiate an easement.

Mr. Pelissier asked about the process now; that is, how often Mr. Trainque was meeting with the property owners. He suggested giving Mr. Trainque two weeks to wrap up the easement agreement and then start the taking process.

Chair Caporale received verbal agreement from the members to set Monday, December 3, 2018 as a deadline. He instructed Mr. Backman to send out an email to that effect.

Old Business

Mr. Backman next addressed pending sewer connections, saying there are four connections pending now at \$4,500 each. He said that three separate capital reserve accounts were set up in 2015 for sewer connection fees. At that time, 37% was allocated for construction and improvements, 39% for sewer reconstruction and 24% for sewer construction and improvement. He has been attempting to ascertain the basis for this division. There is \$33,000 in these three accounts now. He suggested having just one account for ease of tracking these fees.

Ms. Chomas suggested closing the three accounts and creating a new one.

Mr. Backman said he would check with the Finance Director about the process for closing capital reserve accounts.

Mr. Pelissier said that three separate accounts limits what they can do with the funds. He asked if a warrant article would be needed.

Mr. Backman said that it would not be required. He said he would talk with Mr. Clement about how to handle sewer connection fees, adding that there is no rush.

New Business

Mr. Backman addressed the copier proposals. He said that they currently have a copier leased from UBM. There are a couple of months left on the lease and then they will own it. The current lease amount is \$282 per month; they are looking at a Sharp copier which they can lease for \$306 per month.

Ms. Chomas asked about the cost of purchasing a copier.

Mr. Backman said it would cost about \$10,000.

Mr. Pelissier said they should consider the warranty expense that would come with a purchase versus a lease. At \$10,000, the breakeven point is three years.

Chair Caporale stated that they do not do a lot of printing and thus should look at a smaller copier. He recommended looking at HP models.

Mr. Backman said he would do more research and report back at the next meeting.

Mr. Pelissier made a motion to approve the third quarter sewer billing of October 18, 2018. The motion was seconded by Chair Caporale. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Chair Caporale made a motion to approve the hauler billing report of October 18, 2018. Mr. Pelissier seconded the motion.

Chair Caporale said that billing was higher than he had expected it to be.

Mr. Backman said it was three billion gallons in October and will be high in November as well

Chair Caporale called for a vote on the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Chair Caporale next asked the members about setting the sewer rates for 2019.

Mr. Backman directed attention to a spreadsheet showing that the total cost of the Plant and Allentown Collections is about \$673,000. Allentown revenue is estimated at \$442,000. Therefore, there is an approximate deficit of \$230,000. The current rate is \$7.57 per 1,000 gallons. He said the rate would have to be \$11.00 to cover all costs – not that he is recommending that. The costs are subsidized by hauled waste rents. If that activity ceases, they will have financial problems. Of the total cost, the Plant alone is about \$445,000. A rate of \$7.62 would cover that, leaving only Allentown Collections to be subsidized.

Mr. Rodger made a motion to keep the rate at \$7.57 per 1,000 gallons. Mr. Pelissier seconded the motion.

Mr. Pelissier said that a rate of \$7.62 would mean an increase of less than one dollar on the average quarterly bills. He said that the rate should be increased by \$2.00 this year and \$2.00 next year, but the members' positions would be in jeopardy because the customers would be angry.

Ms. Chomas said that the residents of Allentown are spoiled and they don't know the advantage they have. They have a false sense of security. She said that if the Commission goes to the State for money, the State will ask why the rates haven't been raised.

Chair Caporale said that the rate has stayed the same or decreased by one cent each year for the past several years.

Mr. Backman stated that they have been going above and beyond with improvements.

Chair Caporale said that it costs money to expand, but it is for the greater good of the system.

Ms. Chomas reported that a hauled waste facility is being built in Plymouth.

Chair Caporale said that would reduce ASC's percentage in the State from 20% to 17%.

Mr. Rodger said that if that happens, they can deal with it at that time.

Mr. Backman noted that fees for grease, effluent, and septic tipping all have been brought up.

Chair Caporale called for a vote on the motion to set the rate at \$7.57. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Chair Caporale next stated that there had been some complaints about how the sewer bills look. The bills have been upgraded but are still a little confusing.

Mr. Rodger said that they look very professional.

Mr. Backman reported that Mailways prepared, stuffed, and mailed the bills this quarter for a total cost of \$625.

Chair Caporale said they look great and it is good that they are giving the business to a local company.

Mr. Backman next reported that they are cleaning the grease tank and have hired a contractor to clean the grit. Grease receiving has been closed for a week while maintenance is being done. He said they have pre-bought sand and salt from Dirt Doctors, so they can pick it up as needed over the winter.

Ms. Chomas said they put railings on the flatbed 250, so that items can be tied down. She reported that the work on the new office is going fine.

Mr. Backman said that he and Mr. Clement are making good progress with the new SCADA software, and it might be up and running in less than the one year they first predicted.

Mr. Thompson of the Pembroke Sewer Department asked for an update on the Intermunicipal Agreement (IMA). He said he has lost one contractor already and others are pressuring him.

Ms. Chomas said she is sorry he lost a customer. It is unfortunate, she said.

Mr. Backman said he received a draft Letter of Intent (LOI) from Attorney Drescher. Chair Caporale recommended holding onto it because of the difficulties with Pembroke Water Works.

Chair Caporale stated concern that the LOI doesn't spell out specifics, that it doesn't make it clear that hook ups are not allowed until the IMA is approved and signed.

Mr. Backman said he and Mr. Clement are okay with the LOI.

Chair Caporale said that if they are okay with it, the date can be changed and the LOI can be sent out. Attorney Drescher can be instructed to prepare the IMA draft.

Chair Caporale asked about a deadline for completion of the IMA.

Mr. Thompson said it should not take very long.

Mr. Backman said it has to go to the Attorney General. The process could take up to a year.

Chair Caporale reminded Mr. Thompson that they told him it would take a while.

Mr. Backman said that Pembroke has used all of their original design capacity, and that Ms. Malo was notified of this in a letter.

Mr. Thompson said they have unused capacity.

Mr. Backman said he checked with DES and their numbers don't match. He told Mr. Thompson that he doesn't believe they have any capacity left. He said they did not take into account the wet weather flows.

Chair Caporale told Mr. Thompson that they would send the LOI out tomorrow and encourage Attorney Drescher to prepare the draft IMA as soon as possible.

Chair Caporale called for a recess at 5:27 pm.

Chair Caporale made a motion to return from recess at 5:32 pm. Mr. Pelissier seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Non-Public Session

Mr. Pelissier made a motion to enter non-public session at 5:33 pm in accordance with RSA 91-A:3, II (a). A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Mr. Pelissier made a motion to return to public session at 6:48 pm. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Mr. Pelissier made a motion to adjourn at 6:49 pm. Mr. Rodger seconded the motion. A roll call vote was taken:

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

Document Approval
Allenstown Sewer Commission

Carl Caporale, Chairperson

Carl Caporale

Chad Pelissier, Commissioner

James Rodger, Commissioner

James Rodger

Signature Certificate

 Document Reference: 947H2BJ7A3H85YCYVAYDPC

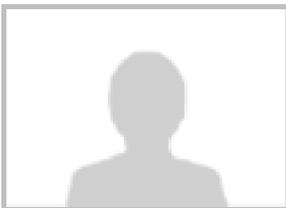


James Rodger
Party ID: YMKEEFJDV25NBULNRXLPWG
IP Address: 24.62.158.145
VERIFIED EMAIL: jrodger@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

de1121c73c247bda9d1b01e647d5c41fec6460f1



Chad Pelissier
Party ID: Y92UH6JBYLNR9KYPH8ITXT
IP Address: 174.192.8.69
VERIFIED EMAIL: cpelissier@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

9dc50e5ee23cce97ac1153fa0b46126fd6c6cc70



Carl Caporale
Party ID: X6BU9LIU4II4A86ZYCHSGW
IP Address: 24.62.155.19
VERIFIED EMAIL: ccaporale@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

fdbe89d077bc831c0207c1ee33ab9a6dbc5b5381



Timestamp

2018-12-11 07:02:17 -0800
2018-12-11 07:02:17 -0800
2018-12-10 09:53:09 -0800
2018-12-10 09:51:30 -0800
2018-12-02 18:40:45 -0800
2018-11-26 14:57:38 -0800
2018-11-26 14:57:22 -0800

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. - 174.192.50.244
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). - 174.192.8.69
Document signed by Carl Caporale (ccaporale@allentownnh.gov) with drawn signature. - 24.62.155.19
Document viewed by Carl Caporale (ccaporale@allentownnh.gov). - 24.62.155.19



This signature page provides a record of the online activity executing this contract.

Signature Certificate



Document Reference: 947H2BJ7A3H85YCYVAYDPC

RightSignature

Easy Online Document Signing

2018-11-26 11:45:17 -0800 Document created by Jeff Backman (jbackman@allentownnh.gov). - 173.13.111.25



This signature page provides a record of the online activity executing this contract.