



Allenstown Sewer Commission
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TOWN OF ALLENSTOWN
Sewer Commission
35 Canal Street
Allenstown, NH 03275
December 11, 2018 Meeting

Call to Order

The Allenstown Sewer Commission meeting of December 11, 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; Harold Thompson, Pembroke Sewer Department; Michael Trainque, Hoyle Tanner & Associates

Pledge of Allegiance

Chair Caporale called for the Pledge of Allegiance.

Unapproved Minutes

Mr. Pelissier made a motion to accept the minutes of the October 9, 2018 meeting. 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 accept the minutes of the November 13, 2018 meeting. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

New Business

Review warrant for past due sewer fees

Mr. Backman presented a warrant in the amount of \$27,397 for past due sewer fees to be delivered to the Town Clerk so that property tax liens can be placed, to be removed if and when the past due fees are paid. He noted that the total amount is up \$7,000 from last year's total.

Mr. Rodger made a motion to accept the list of past due sewer fees in the amount of \$27,397. Mr. Pelissier seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Appointments

Mr. Trainque referred to a lengthy memo regarding a conference call with the Eastpoint Property manager, Mr. Backman and himself regarding the Suncook Pond Properties. They are highly concerned about the potential noise level from the generator for the proposed pump station. Mr. Trainque said that he has presented many options, including baffles inside the building, a sound barrier wall, and a silencer on the generator exhaust. Eastpoint has proposed specifying a certain decibel level limit, which is problematic because there is a lot of noise because of the nearby dam and other nuisance sounds in the area. He said that the generator will be in test mode for 45 minutes, two times per month. Suncook Pond Properties already has a 20K generator ten feet from the first building in the development. The pump station 60K generator would be 50 feet from the first building.

The ASC decided not to visit the site during this meeting.

Mr. Backman stated that they can control the timing of the scheduled maintenance; otherwise the generator will only operate as backup during a power outage.

Chair Caporale said that the Commission has gone above and beyond with Eastpoint.

Mr. Trainque told the Commission members that the noise from the dam is 65 decibels at the site of the dam and 55 decibels at the site of the closest resident. Other nuisance noises on the property would include lawn mowing and snow plowing. He continued, saying that the ASC's existing easement for the pipe that is there runs behind the new condos on School Street. They have a building which borders this easement and may be partially on the easement.

Chair Caporale said that if Mr. Trainque and/or Mr. Backman can get proof positive that they have built on the easement, given all of the grief they have given ASC, they can take action regarding the encroachment. The Commission might need that proof down the road.

Mr. Trainque responded that, technically, they could.

Mr. Rodger asked if there is a setback on the easement.

Mr. Trainque responded that there is not.

Mr. Pelissier said that this is a good point, but pursuing it might give them less reason to negotiate an easement.

Mr. Trainque said that it might be a good bargaining point.

Chair Caporale made a motion to pursue rock solid evidence that one of their structures is on part of the ASC's easement. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Mr. Trainque said that he has a professional engineer's license and could certify the fact.

New Business (continued)

Review hauler billing report

Mr. Backman presented the hauler invoice report in the amount of \$172,399.85 and dated December 4, 2018.

Mr. Pelissier made a motion to accept the hauler invoice report dated December 4, 2018. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Review sewer billing adjustment journal

Mr. Backman noted that deduct meters are read in the third quarter each year. There are 25 deduct meters and the cost is five dollars per reading. He added that irrigation meters do not have to be read, and deduct meters are no longer allowed to be installed.

Mr. Pelissier made a motion to accept the sewer billing adjustment journal. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Old Business

Right Signature

Mr. Backman said that there were several signatures needed. Some have expired, so he will need to send them again, which he will do tomorrow. Members have five days to affix their signatures.

Office update

Mr. Backman reported that the new office project is going well and looks good.

Mr. Pelissier asked when it would be complete and functioning.

Mr. Backman replied that it will be done in January.

Review Capital Reserve accounts and discuss sewer connection fees

Mr. Backman stated that the cost of a sewer connection fee is \$4,126.42, of which 37% (\$1,533.80) goes to the Plant Capital Reserve accounts. Per the minutes of the February 14, 2012 ASC meeting (page 2, #6) the balance can be split between the Allenstown Capital Reserve accounts. In 2012, the Commission voted for an 80/20 split. The Commission has three options: an 80/20, 70/30 or 50/50 split. There are four new sewer connections and the Commission must decide on a split for this revenue.

The Commission members agreed to an 80/20 split.

Chair Caporale noted that going forward, this will be different, because the fee will depend on the number of bedrooms in a home.

Appointments (continued)

Mr. Trainque next reported on the Suncook Pond Pump Station project. He said that the HVAC and electricity plans are in progress and will soon be complete. This involves coordination with the utility companies. He has been exploring the option of installing a well with non-potable water, versus connecting with Pembroke Water Works. Pembroke has agreed, via emails and meeting minutes, to pay for 100% of the materials, estimated at \$12,000. They would install the hydrant also. The rest of the installation, estimated at \$17,900, would be the responsibility of the Sewer Department.

Chair Caporale said that \$17,900 is more reasonable than previous amounts presented.

Mr. Trainque said he does not yet have an estimate for the cost of a well. Obtaining a DES permit can be a long and costly process, but since this is non-potable water, they would not need a permit but would need to abide by the construction standards of DES. They would need to increase the easement area to install a well. Mr. Trainque said that he added 15% contingency for the project which would connect the pump station with Pembroke. Regarding electric power, Mr. Trainque said that he has been working with Eversource. The nearest 3-phase connection is at the corner of School and Library Streets and would require a 415-foot extension at an estimated cost, per Eversource, of \$38,000. He said that he put \$45,000 in the bid schedule as an allowance item. The alternative is to convert from single phase to 3-phase at the pump station, which would require larger wiring and a larger generator.

Chair Caporale asked Mr. Trainque to determine if there would be cost savings with this second option.

Mr. Trainque continued, reporting that the required shoreland permit is on hold for now. Without easement agreements, Suncook Pond and Granite View would have to sign the permit. If ASC is able to get signed easements, the Commission members could sign instead. He has had a response to their offer of \$17,000 from Eastpoint. They agree to that amount 'as long as there are no other issues.' They would like to establish a decibel level limit at the property line; Mr. Trainque told them this is subjective.

Chair Caporale said that he is done with this and they should proceed with a taking of the easement.

Mr. Trainque said that a signed agreement is better. He added that they want their legal fees paid by ASC.

Chair Caporale said that the Commission would not agree to that.

Mr. Trainque said he told them to send him a bullet point list and he will revise the agreement. Mr. Trainque next reported that Attorney Morse from Orr & Reno contacted him, saying that they would like to avoid eminent domain regarding the Roberts property. This is a small, 12.5-foot temporary construction easement. Mr. Roberts is asking for a tax abatement for 2.5 years.

Chair Caporale said this would require BOS approval and is a non-starter.

Mr. Backman said ASC already has an easement on that property. A \$700 offer was increased to \$1,200.

Mr. Trainque said Mr. Roberts now wants \$5,000 for loss of use.

Chair Caporale said that this also is a non-starter.

Mr. Trainque said he has not yet caught up with the property owners of Granite View in New Jersey, but it is just a matter of money for them.

Mr. Rodger asked if this project will be done by the end of the summer if all goes well.

Mr. Trainque said it will take a year and will go into 2020.

Mr. Rodger said that the Commission can't win; the longer it goes on, the more it will cost.

Mr. Trainque said that, regarding the Environmental Review, he placed an ad in the paper on October 19, 2018. The 30-days expired on November 18, 2018, and there were no comments during that period. The DES issued a finding

of no environmental impact on November 27, 2018. He continued, saying that Main Street in Allentown is owned and maintained by the State, so they will have to coordinate the project with them in terms of the construction impact. They will need a trench permit, which will require a \$10,000 bond.

Mr. Trainque said that Paula Boyle will complete the Headworks Loading Study soon.

Mr. Backman said this was started in 2012.

Mr. Trainque said he emailed Attorney Drescher regarding the easements and the IMA. Attorney Drescher has not responded.

Mr. Trainer concluded his report, saying that he has a draft task order which he did not put in the file. It is for Asset Management in the amount of \$10,840.

Mr. Thompson from the Pembroke Sewer Department asked about the schedule for the project.

Mr. Backman said that they are looking to complete the project in 2020.

Mr. Thompson asked about the status of the IMA.

Mr. Backman said he emailed Ms. Malo the Letter of Intent on November 13th or 14th and he had a response from her.

Chair Caporale made a motion to recess the meeting at 5:06 so at that Commission members could tour the new office. Mr. Pelissier seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

The members returned, and the meeting continued at 5:24 pm.

Mr. Backman presented a payroll change form for Brandon Comeau, who plans to start work in two weeks.

Mr. Backman said that he has 132 hours of unused annual leave. He will use 32 hours between now and the end of the year. He asked the Commission for a payout of the remaining 100 hours, and that was approved by the members.

Mr. Pelissier made a motion to adjourn at 5:25 pm. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Document Approval
Allentown Sewer Commission

Carl Caporale, Chairperson

Chad Pelissier, Commissioner

James Rodger, Commissioner

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

Signature Certificate



Document Reference: 44LZ43IPALDLSGSCEKXUUV

RightSignature
Easy Online Document Signing



James Rodger

Party ID: U67XUVI7WJT7JUAD2VF88M

IP Address: 173.13.111.25

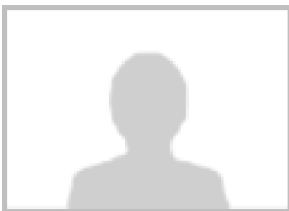
VERIFIED EMAIL: jrodger@allentownnh.gov

Electronic Signature:

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Multi-Factor
Digital Fingerprint Checksum

c09bf36e7c4117b0e07b4f6d1d59f7fcbdf6a428



Chad Pelissier

Party ID: IXRW8YJHX25ZF29NCNLNAJ

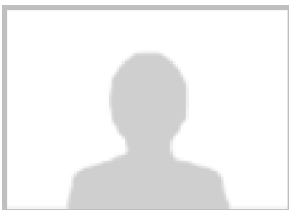
IP Address: 24.34.66.121

VERIFIED EMAIL: cpelissier@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

565675ab50933a1b6e99d7214ad4561c45c946e0



Carl Caporale

Party ID: 2YYT94IMG4826CTCWT7WLZ

IP Address: 198.178.12.2

VERIFIED EMAIL: ccaporale@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

fdbe89d077bc831c0207c1ee33ab9a6dbc5b5381



Timestamp

2019-01-07 10:49:19 -0800

2019-01-07 10:49:18 -0800

2019-01-07 10:49:06 -0800

2019-01-05 05:06:34 -0800

2019-01-05 05:05:26 -0800

2019-01-03 10:05:13 -0800

2019-01-03 10:05:01 -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. - 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. - 24.34.66.121

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

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

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