



Allenstown Sewer Commission

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Allenstown, NH 03275
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TOWN OF ALLENSTOWN
Sewer Commission
35 Canal Street
Allenstown, NH 03275
February 12, 2019 Meeting

Call to Order

The Allenstown Sewer Commission meeting of February 12, 2019 was called to order by Chairman Carl Caporale at 4:20 p.m.

Roll Call

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

Others present: Jeff Backman, Superintendent

Pledge of Allegiance

Chair Caporale called for the Pledge of Allegiance.

Unapproved Minutes

▪ December 11, 2018

Mr. Pelissier made a motion to accept the minutes of the December 11, 2018 meeting. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

▪ December 18, 2018

Mr. Pelissier made a motion to accept the minutes of the December 18, 2018 public hearing. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

Old Business

- **Review 2018 expenditure report**

Mr. Backman reported a balance of \$120,594.33 in the 2018 Sewer Connection Fees account. He said he would like to buy a new pickup truck to replace the 2005 F-250 pickup, which has about 120,00 miles on it. A new Ford would cost about \$52,000; a new Chevy or Dodge would cost about \$42,000. Each would be equipped with a plow, and he wants a truck with a crew cab. He said they have three options for disposing of the old truck: a private sale, a trade-in, or the White Farm NH State Surplus auction in Concord.

Mr. Pelissier said that similar trucks are listed on Craig's List at \$7,500.

Mr. Backman said they would probably get about \$3,000 at auction. He said he would also like to purchase a new anaerobic mixer and rebuild kits for the presses using funds from the remaining 2018 funds.

Chair Caporale agreed that a new truck was need and asked Mr. Backman to locate the title and report back with further research.

- **Right Signature**

Mr. Backman said that Right Signature is pretty much caught up.

New Business

- **Review sewer billing register**

Mr. Pelissier made a motion to approve the ASC sewer billing register dated January 16, 2019. Chair Caporale seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

- **Review sewer billing adjustment journal**

Mr. Pelissier made a motion to approve the ASC sewer billing adjustment journal dated January 30, 2019. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

- **Review hauler billing report**

Mr. Pelissier made a motion to approve the ASC hauler billing report dated February 8, 2019. Mr. Rodger seconded the motion. A roll call vote was taken:

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

- **Other new business**

Mr. Backman reported that they are moving into their new office. Ms. Williams has been there for over a week. He said he wants to rebuild the press kits, starting with #3. He continued, saying that the Highway Department has encumbered three paving projects, including Lafayette Road, Heritage Drive and Meadow Lane. He will send letters to customers, informing them that this is the time to contact the Sewer Department if they have issues. He raised a concern about what to do about manholes if the Highway Department does not finish a road. If the manholes are raised according to specs and a road is not finished, the manhole will sit $\frac{3}{4}$ of an inch above the road surface, which is a problem for plowing. He strongly recommends not plating during winter. If a road is not finished, manholes should be buried during the winter.

Chair Caporale recommended meeting with Road Agent Ronnie Pelissier to resolve the issue.

Mr. Rodger suggested having the Highway Department do the work on the manholes. He asked how much it costs to raise a manhole.

Mr. Backman said the cost is about \$2,000 per manhole. He said that roads are usually completed in one year, but change orders can disrupt schedules.

Chair Caporale said the manholes should be done to specs. If the Highway Department can do them, that is fine.

Mr. Rodger asked Mr. Backman if he has been attending the Town department head meetings.

Mr. Backman said that he has, but that what is discussed usually has little to do with the Sewer Department.

Mr. Pelissier asked if the Sewer Department would be changing the way reviews are done.

Chair Caporale responded that no changes have been made yet.

Chair Caporale called for a short recess at 5:08 pm.

The meeting reconvened at 5:14 pm.

Other Business

- **Fund Transfers**

- **Review 2018 sewer connection fees and transfer to capital reserve**

Mr. Pelissier made a motion to transfer \$6,905.19 from the Sewer Connection Fees to the Suncook Wastewater Treatment Facilities Construction/Improvement account. Chair Caporale seconded the motion. A roll call vote was taken:

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

Mr. Pelissier made a motion to transfer \$2,351.50 from the Sewer Connection Fees to the Sewer Construction and Improvements account. Chair Caporale seconded the motion. A roll call vote was taken:

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

Mr. Pelissier made a motion to transfer \$9,405.99 from the Sewer Connection Fees to the Sewer Reconstruction and Equipment account. Chair Caporale seconded the motion. A roll call vote was taken:

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

Chair Caporale announced March 5, 2019 as the date of the next meeting.

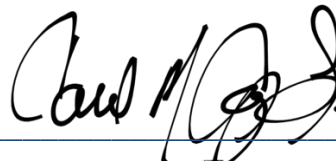
Adjournment

Mr. Pelissier made a motion to adjourn at 5:16 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**

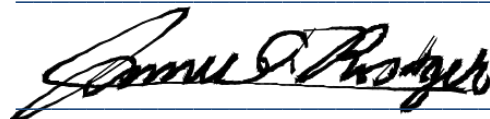
Carl Caporale, Chairperson



Chad Pelissier, Commissioner



James Rodger, Commissioner



Signature Certificate



Document Reference: 8DM2AWINXKJRXTNHF5PUD

RightSignature

Easy Online Document Signing



James Rodger

Party ID: 3WXYV2ISG4GATXXA6WZWNF

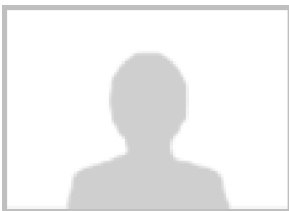
IP Address: 24.62.158.145

VERIFIED EMAIL: jrodger@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

7f9f8d9f8bf8eaf8493b7f757e23ce3a7adf44fc



Chad Pelissier

Party ID: 79MPA8I46JL992LWEYTJFK

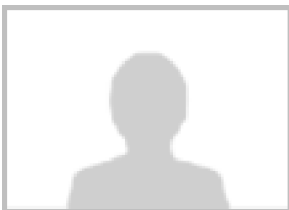
IP Address: 24.34.66.121

VERIFIED EMAIL: cpelissier@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

50dedfd2e6122c90aee92f7524ce92f8e82d67c6



Carl Caporale

Party ID: YAVBEHI7L5WI55TPDEPXVG

IP Address: 173.9.43.198

VERIFIED EMAIL: ccaporale@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

2027c9ff8fd691750dde1063a1b0372eb236f03a



Timestamp

2019-04-02 13:52:47 -0700

2019-04-02 13:52:46 -0700

2019-04-02 13:49:39 -0700

2019-04-01 08:39:37 -0700

2019-03-29 17:01:51 -0700

2019-03-05 13:11:16 -0800

2019-02-27 13:19:44 -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 8DM2AWINXKJRXTNHF5PUD's expiration date has been extended for 5 days by Jeff Backman (jbackman@allentownnh.gov).

Document 8DM2AWINXKJRXTNHF5PUD has expired and is no longer available for signature.

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

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



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Document Reference: 8DM2AWINXKJRXTNHF5PUD

RightSignature

Easy Online Document Signing

2019-02-27 13:12:47 -0800	Document signed by Carl Caporale (ccaporale@allentownnh.gov) with drawn signature. - 173.9.43.198
2019-02-27 13:08:42 -0800	Document viewed by Carl Caporale (ccaporale@allentownnh.gov). - 173.9.43.198
2019-02-27 11:11:06 -0800	Document created by Jeff Backman (jbackman@allentownnh.gov). - 173.13.111.25



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