



Allenstown Sewer Commission

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TOWN OF ALLENSTOWN
Sewer Commission
35 Canal Street
Allenstown, NH 03275
March 5, 2019 Meeting

Call to Order

The Allenstown Sewer Commission meeting of March 5, 2019 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; Michael Trainque, Hoyle Tanner & Associates

Pledge of Allegiance

Ms. Chomas led the Pledge of Allegiance.

Unapproved Minutes

Mr. Pelissier made a motion to accept the minutes of the February 12, 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 sewer billing adjustment journal**

Mr. Pelissier made a motion to approve the billing adjustment journal in the amount of \$20 dated March 4, 2019. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

- **Invoice Summary Report**

Mr. Pelissier made a motion to approve the invoice summary report dated March 5, 2019. Mr. Rodger seconded the motion.

Mr. Backman said charges were up 4.1%; septage was down 7.8%; and grease was up 32%. This is better than the same period last year. Less waste was taken in.

A roll call vote was taken on the motion :

Mr. Rodger: Aye

Mr. Pelissier: Aye

Mr. Caporale: Nay

Ms. Chomas asked about an administrative fee charged recently.

Mr. Backman said that was a rare event. A hauler was being audited and needed copies of old bills which have not been scanned.

Old Business

- **Review Response from PSC regarding LOI**

Chair Caporale referred to the first section of the agreement, PSC's requested amount.

Mr. Backman said Pembroke has met the allowable usage of 682,500 gallons per day, their capacity when the plant was built. We are offering 150,000 gallons per day more, and when they reach 80% (120,000 gallons per day), we will send them a letter to let them know it is time to plan for the future, perhaps with a demographic study.

Mr. Trainque said that DES uses the high flow months of March, April and May.

Mr. Backman said he requested a breakdown of the flow in order to have more detail.

Chair Caporale asked about the purpose of the request if DES has approved the flow.

Mr. Pelissier said they could pick a few accounts and ask PSC how they came up with the flow.

Chair Caporale said he could not support this. We have a good faith deal. Let's put it behind us.

Mr. Pelissier asked if PSC has a formula.

Mr. Backman said that, per the new Intermunicipal Agreement (IMA), they are required to use our ASC's formula. He added that every connection must be approved by ASC.

Chair Caporale noted that the Letter of Intent (LOI) is all they have from us, going back to July. For almost a year we have been holding them up.

Chair Caporale next referred to the second section of the IMA draft. PSC is requesting adequate transparency. He said ASC is audited every year. What do they mean?

Mr. Backman said they are making sure Allentown pays for Allentown.

Mr. Rodger said “adequate” needs to be defined.

Mr. Backman said he would draft a request for a definition of adequate.

Chair Caporale said that the word “any” in section three is too loose, according to PSC. He said that DES and EPA give the orders.

Mr. Trainque said they are trying to exclude themselves from anything regarding septage and hauled waste. However, they are joint permittees, per the National Pollutant Discharge Elimination System (NPDES).

Chair Caporale asked if they needed to offer a time extension beyond November 15, 2019.

Mr. Pelissier said it could be set as 90 days after the signing of the agreement.

Mr. Backman said Pembroke doesn’t want the deal to be taken off the table.

Chair Caporale asked who signs the agreement, the Towns or the Commissioners.

Mr. Trainque said the Commissioners are authorized agents to sign.

Mr. Backman said PSC wants to exclude single family homes from the notification requirement. ASC is saying ‘no’ to that; we need everything.

New Business (continued)

- **Review Personnel Policy Changes**

Mr. Backman said he and Ms. Chomas have three suggestions. First, e-cigarettes should be added to the tobacco use policy. The second has to do with meals and breaks. They want to reduce paid breaks from two to one. The reason is that, because of the split shifts, work is held up when a partner is on break.

Ms. Chomas said there is a question about whether or not employees should be allowed to leave the building during breaks. There is a liability issue if they are injured while on a paid break. And, because

some employees take more than 15 minutes, there is a question about whether they should be required to punch in and out for breaks.

Chair Caporale said insurance could be an issue. He said punching out for breaks could be an administrative nightmare.

Ms. Chomas said she checks every timesheet.

Mr. Backman said they could keep the policy as it is and watch the chronic offenders. Violations could be documented and offenders could be written up.

Mr. Pelissier said not to dock them; just write them up.

Mr. Backman said he would report back with a proposal.

Appointments

▪ Pump Station Update

Mr. Trainque said he brought with him completed drawings for the design plans, which he will leave with the ASC.

Ms. Chomas said she will get copies of the drawings to the Highway Department.

Mr. Trainque said they will be replacing the existing sewer line on Library Street. The forced main will be running parallel to the sewer line. The slope has been modified a bit.

Mr. Backman asked about the type of pipe to be used on Library Street.

Mr. Trainque said the existing pipes are clay and they will be using PVC. They will reclaim all of Library Street. The water on Library Street will be tying into the existing water line from the Suncook Pond Estates. There will be a two-inch base course and a one-inch top course, per the town standard. Utility lines will run from Library Street to the pump station. The water, gas, electricity and forced main will be underground. Eversource will run a line for three-phase power. The odor-control system is state of the art; it is proprietary. Electricity and water are combined to make ozone, which is pumped into the system. Plans and specs will be delivered to the DES this week. There will be comments back and forth. We expect a letter of authorization this month. We need bid authorization because these are SRF funds. We can bid without easements but cannot award the contract until we have the easements. All papers have been filed for the Shoreland Protection Area (SPA) permit. Property owners must sign a form; we have sent this to two of the four properties, and they have refused to sign. We can't submit the SPA application without the easements. Once we have the easements, the ASC can sign them. We are allowing one year for construction. We expect the DES approval this month. The bid will be open for 30 days, beginning April 1, 2019, hopefully. The existing flow meter will remain in place until the pump station is completely functional. The State Legislature is considering reinstituting grants for State aid. We have discussed this with the DES and this project is #63 on the list. You could get a grant for 20% to 30%.

Mr. Pelissier made a motion to approve addendum # 2, of not more than \$58,900 for engineering fees.

Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Pelissier: Aye

Mr. Caporale: Nay

Highway Department Liaison

Chair Caporale asked Mr. Pelissier if he has spoken with the Highway Department about being a liaison to the Highway Department.

Mr. Pelissier said that he spoke with Mr. Ronnie Pelissier and he said yes. He likes the idea. He added that a couple of ASC manholes, which were built to our specs, have come up. This could be a problem in the spring. He said he will get a list of the manholes in question.

Chair Caporale said they would need specs and pricing. He said the ASC cannot pay the town.

Mr. Pelissier said the ASC could pay toward the project; they could pay a portion of the paving bill. He will check with Ms. Bender, the Finance Director.

Chair Caporale said he wanted the manholes looked at. He said the ASC needs to know about changes and pricing.

Mr. Backman said they would have a signed agreement.

Mr. Pelissier said the cement collars, designed to keep water out, are square and they should be round.

Mr. Backman said the cement collar holds it in place.

Mr. Pelissier said the problem is that they don't know what is underneath.

Mr. Rodger said that no matter what is done, it is possible that frost is going to move it around.

ASC Stipends

Chair Caporale asked about the requirement to go before the BOS with proposals to increase stipends.

Mr. Backman said an RSA requires this. He asked if the ASC wants to be compensated the same as Board of Selectmen members. He has budgeted \$4,500, but that can be changed.

Chair Caporale said that it isn't necessary for the Chairman to be paid more because the position is rotated every year and doesn't involve substantially more work. He said that \$5,580 would give each commissioner \$1,860 per year.

Mr. Backman said that would still be less than the BOS stipend.

Sale of Old Truck

Mr. Backman said the truck could be sold via a sealed bidding process, an auction or a private sale. Auctioneers take a percentage, usually ten percent.

Mr. Rodger said he was concerned about making prospective buyers aware of the opportunity to bid. He said that a limited number of people will know about it.

Mr. Backman said it could be on the website, in the newspaper and on Craig's List.

Ms. Chomas suggested putting the truck in the front yard with a For Sale sign and information about the sealed bid process.

Chair Caporale said they should use the truck as much as possible this winter and announce the sealed bid for April 30, 2019.

Mr. Pelissier made a motion to adjourn at 6:22 pm. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Pelissier: Aye

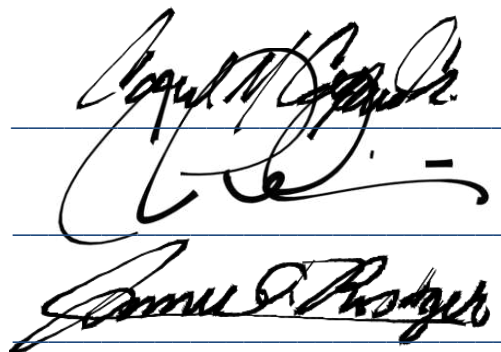
Mr. Caporale: Aye

Document Approval **Allenstown Sewer Commission**

Carl Caporale, Chairperson

Chad Pelissier, Commissioner

James Rodger, Commissioner

Three handwritten signatures in black ink are written over three horizontal blue lines. The first signature is for Carl Caporale, the second for Chad Pelissier, and the third for James Rodger.

Signature Certificate



Document Reference: J86JAUIZZLEWPMLX5GLLL5

RightSignature
Easy Online Document Signing



James Rodger

Party ID: RD79SWIEL525TNMTWA85L6

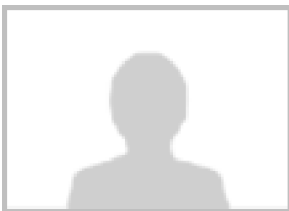
IP Address: 24.62.158.145

VERIFIED EMAIL: jrodger@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

7f9f8d9f8bf8eaf8493b7f757e23ce3a7adf44fc



Chad Pelissier

Party ID: GZTEK6I9A44PTU35AVSY6S

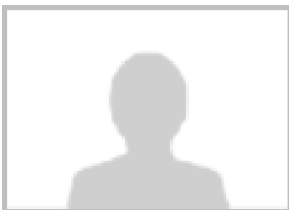
IP Address: 24.34.66.121

VERIFIED EMAIL: cpelissier@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

76085baaaba0f4d050e1e84b566ae52efa05412f



Carl Caporale

Party ID: 9H28F7JSB2K5R4TGDBVU8R

IP Address: 24.62.155.19

VERIFIED EMAIL: ccaporale@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

14ec3469111d8aa76506b14fed01c6ea25db9fa7



Timestamp

2019-04-30 17:11:55 -0700

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2019-04-02 14:17:29 -0700

2019-04-02 14:06:16 -0700

2019-04-01 18:43:52 -0700

2019-04-01 16:38:06 -0700

2019-04-01 16:37:59 -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. - 24.34.66.121

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

Document viewed by Carl Caporale (ccaporale@allentownnh.gov). - 24.62.155.19



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Document created by Jeff Backman (jbackman@allentownnh.gov). - 173.13.111.25



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