



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
April 9, 2019 Meeting

Call to Order

The Allenstown Sewer Commission meeting of April 9, 2019 was called to order by Commissioner Chad Pelissier at 3:34 p.m.

Roll Call

Present on the Board: Chad Pelissier, Jim Rodger

Others present: Jeff Backman, Superintendent; Roxanna Chomas, Assistant Superintendent

Pledge of Allegiance

Mr. Pelissier called for the Pledge of Allegiance.

Unapproved Minutes

Mr. Rodger made a motion to accept the minutes of the March 5, 2019 meeting as written. Mr. Pelissier seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Pelissier: Aye

Old Business

- **Personnel policy changes**

Ms. Chomas stated that they are proposing a few personnel policy changes which they would like to have approved on an interim basis until the Town completes its revisions. The Town has been working on revisions for eight months and the Sewer Department would like to have these changes in place as soon as possible. The first is to allow 15-minute breaks, if the work schedule makes that possible.

Mr. Backman said that the insurance company is okay with not letting employees punch out for this break.

Mr. Pelissier verified that if an employee calls in sick on a Friday, when the following Monday is a holiday, the employee does not get holiday pay, unless approved as a special circumstance by the supervisor.

Ms. Chomas said that there is a designated smoking area which employees must honor, in keeping with the times.

Mr. Pelissier asked if anyone employees chew tobacco.

Ms. Chomas said that no current employees chew tobacco, but that would be covered under the tobacco use policy.

Mr. Backman said he would put the whole personnel policy document in RightSignature so that the Commissioners can sign it.

Mr. Rodger made a motion to approve the personnel policy changes on an interim basis. Mr. Pelissier seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Pelissier: Aye

New Business

▪ Review sewer billing adjustment journal

Mr. Rodger made a motion to approve the sewer billing adjustment journal in the amount of \$30 for final sewer reads. Mr. Pelissier seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Pelissier: Aye

▪ Review hauler billing report

Mr. Backman reported that revenue is up 17% from the same time last year, from \$88,000 to \$103,000. This is mostly attributed to the early spring but is also due to the addition of new haulers.

Ms. Chomas said that Jaye Williams sent 50 packets to haulers within a 70-mile radius and three or four have come back already. She expects more will come in.

Mr. Rodger made a motion to approve the hauler billing report. Mr. Pelissier seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Pelissier: Aye

- **China Mill development**

Mr. Pelissier said that representatives from several Town departments would be meeting today with prospective developers of the China Mill property.

Mr. Backman said that the current flow at that facility is 2,300 gallons per day; the addition of 150 apartments would increase that flow to 35,000 gallons per day. He said that they would pay for each additional gallon of capacity added to the plant – the added flow.

Ms. Chomas said that the hookup is already there, so they would not be paying for that.

Mr. Backman offered a hypothetical example, based on the accessibility calculation formula on the website. The addition of 150 two-bedroom units would generate \$772,000.

Ms. Chomas and Mr. Pelissier said they would like to have a tour of the facility.

Mr. Pelissier said they will probably have commercial operations on the first and second floors, with apartments above.

Mr. Backman noted there is a hydroelectric plant there.

- **Proposed new hire**

Ms. Chomas stated that Preston Tuthill, who has done work for them in association with Keymont Construction of Laconia, asked about possible employment with Allenstown Sewer. She said he could help Dan and the whole staff. He is highly skilled, patient and smart. He is near retirement age and wants to stay busy. He indicated he would work for between \$15 and \$16 per hour.

Mr. Pelissier asked if there was money in the budget for this.

Mr. Backman said that last year they were under budget for payroll, and Mr. Tuthill's salary could most likely be covered without using capital reserve funds. He would like to start on June 3rd and would bring a lot of knowledge to pass on to the younger employees. Mr. Backman said he would like approval tonight to hire Mr. Tuthill at \$15.50 per hour, beginning June 3, 2019.

Mr. Rodger made a motion to approve the hiring of Preston Tuthill at \$15.50 per hour beginning June 3, 2019. Mr. Pelissier seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Pelissier: Aye

Correspondence and Other Business

Mr. Backman said he had an email from Town Administrator Derik Goodine stating that the Town Attorney plans to conduct a Conflict of Interest training session for boards, committees and commissioners on a Thursday in late April or early May. Sewer Department employees are welcome. When he has a firm date, Mr. Backman will let the Commissioners know.

Mr. Backman reported that the Highway Department did not get approval from the Allenstown BOS for additional personnel and therefore can't do the manholes as planned. He said he might talk with Mr. Ronnie Pelissier about paying the Highway Department to plate them. He said that Whitten and Webster Streets were scheduled for May 6th and 7th. Heritage Drive, he said, would be lined sometime in May at an approximate cost of \$43,000. Lafayette Street and Meadow Lane are in good condition and don't need work.

Ms. Chomas said that she has a tour scheduled for the elementary school on April 19th, Earth Day; and one for PACE in May. Also, she and ten staff members will participate in a walkathon for Meals on Wheels sponsored by the Senior Center. They will have t-shirts made for the event, and she hopes ASC members will participate or perhaps make a donation. She continued, saying that the Commission will be donating new US and State flags to the elementary school because theirs are tattered and torn. This will be done publicly as a media event. The cost is \$46.50, the date for the event has not yet been determined, and the Concord Monitor will be there.

Mr. Pelissier asked about the used pickup truck which they are selling.

Mr. Backman said it was posted on line today and they will open the sealed bids at the next meeting. It will be sitting on the lawn at Town Hall for a week or so.

Ms. Chomas reported that the Sewer Department will be cleaning the grease traps at the Community Center on a quarterly basis. She asked if Allenstown has a grease trap ordinance.

Mr. Backman said that it does not.

Ms. Chomas said that Mr. Backman and a few others will be touring the Deer Island wastewater plant, which has 48 clarifiers and an effluent channel ten miles out. It is a large operation.

Mr. Backman asked about the election of chairman for next year.

Mr. Pelissier said that this could be done at a meeting when Mr. Caporale is present.

Adjournment

Mr. Rodger made a motion to adjourn at 4:25 pm. Mr. Pelissier seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Pelissier: Aye

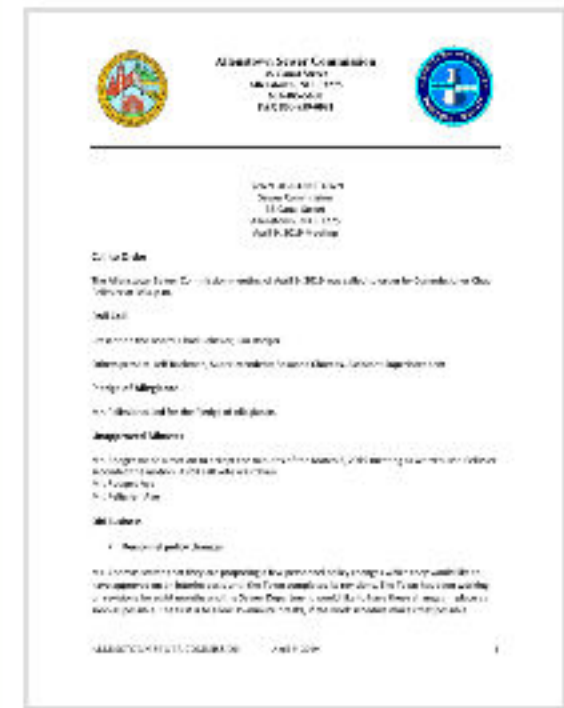
Document Approval
Allenstown Sewer Commission

Carl Caporale, Chairperson _____

Chad Pelissier, Commissioner _____

James Rodger, Commissioner _____

Document Reference #: PJLF4AJZAJ6WYZVB8B43ZC



- View Document Page
- Download PDF
- Edit Tags
- Send Reminder
- Move to Trash

ASC MEETING 4.9.19

Status	Pending
Sent	13 days ago 05/02/2019 at 06:40AM PDT
Last Activity	about 16 hours ago 05/14/2019 at 02:15PM PDT
Expires	17 days from now 06/01/2019 at 05:00PM PDT

Role	Party	Sent	Viewed	Signed
SIGNED	James Rodger jrodger@allentownnh.gov	✓	✓	✓
SIGNED	Chad Pelissier cpelissier@allentownnh.gov	✓	✓	✓
PENDING	Carl Caporale ccaporale@allentownnh.gov	✓		
COPIED	Jeff Backman (Sender) jbackman@allentownnh.gov	✓	N/A	N/A

Filename	Pages	
ASC MEETING 4.9.19.pdf	1-5	Download

05/14/2019 02:15PM PDT	Document signed by Chad Pelissier (cpelissier@allentownnh.gov) with drawn signature. - 173.13.111.25
05/08/2019 02:58PM PDT	Document viewed by Chad Pelissier (cpelissier@allentownnh.gov). - 174.192.18.214
05/07/2019 03:51PM PDT	Document signed by James Rodger (jrodger@allentownnh.gov) with drawn signature. - 24.62.158.145
05/07/2019 03:50PM PDT	Document viewed by James Rodger (jrodger@allentownnh.gov). - 24.62.158.145
05/02/2019 06:40AM PDT	Document created by Jeff Backman (jbackman@allentownnh.gov). - 173.13.111.25

QUICK STATS | NEWS & TIPS

Recent Sent vs. Signed

Recent Document Status

Recent Activity

More Activity...

Last logged in about 17 hours ago from this computer