



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
May 14, 2019 Meeting

CALL TO ORDER

The Allenstown Sewer Commission meeting of May 14, 2019 was called to order by Chair Caporale at 3:30 p.m.

ROLL CALL

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

Others present: Jeff Backman, Superintendent; Roxanna Chomas, Assistant Superintendent; Peter Boettcher, Boettcher Electric

PLEDGE OF ALLEGIANCE

Mr. Boettcher led the Pledge of Allegiance.

UNAPPROVED MINUTES

Mr. Pelissier made a motion to accept the minutes of the April 9, 2019 meeting as written. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Pelissier: Aye

Mr. Caporale: Aye

OPEN SEALED BIDS 2005 F-250

Mr. Boettcher stated that there were five sealed bids.

Mr. Rodger verified that the bids were sealed.

Mr. Boettcher announced the bids as follows: James A. Rodger - \$3,000; Jana Rodger - \$2,500; Scott Ducette - \$2,600; Otto Rusch - \$633; and JOTT Revocable Trust - \$2,750.

Mr. Pelissier motioned to accept the highest bid. Mr. Caporale seconded the motion. A roll call vote was taken:

Mr. Rodger: Abstain

Mr. Pelissier: Aye

Mr. Caporale: Aye

Mr. Backman said that he had the bill of sale, which was then signed by the Chairman and Mr. Rodger.

APPOINTMENTS

Mr. Boettcher said he had two items, both of which have been budgeted. First is the replacement of flow meters. At the plant, Mr. Backman has picked a meter he thinks is best. The cost for four meters is \$19,376. Two are for the plant, one is for Bridge Street and one is for the trailer park. There will be an installation cost as well. This is in the budget as a capital expense and Mr. Boettcher said they will cut the purchase order tomorrow. He added that the existing meters are 20 years old. The second item is the upgrade of the software for the scales. AWS sells the K3 scale package. Fairbanks will be involved to integrate the scale hardware. The total cost is estimated at \$28,880. He said that AWS does everything remotely, but he wants them to be on site for this. The scale will be down one to two days. The price does not include the recoating of the scale surface. It is in relatively good shape. If that is to be done, it would have to be coordinated with zeroing down. When the installation is done, it has to be recalibrated. Mr. Boettcher said he does not yet have a price for recoating. Mr. Boettcher continued to discuss other items. He said they are working on redoing the press PLC panel. They haven't decided whether to get a new or rebuild the existing control panel. The maximum time it can be down is three days. He said that if they just change out the processors, 96% of the problems will be solved. Also, he said, they have started a conceptual upgrade of the dewatering system. The machines are getting old, and they operate six or seven days a week.

Chair Caporale said they should move quickly on this.

Mr. Boettcher said it is better to put in a new system than to try to integrate the new and the old.

Ms. Chomas asked if this would involve an SRF loan or bond.

Mr. Boettcher responded that they would see what is available at the time.

Mr. Backman explained that this is a duplicate of what they already have – a two-story building. They will use two 600-gallon tanks or three 440-gallon tanks, with two dumpsters underneath. He said that he had moved the sludge pumps upstairs into an unused area.

Mr. Boettcher said that these will be two independent systems, and they will run both at the same time. The order time is six to eight weeks.

Mr. Backman said that he budgeted for the scale last year. AWS is terminating support of what we have at the end of this year. This will have a sequel database versus an access database.

Ms. Chomas asked if they should order another stainless steel can. She said they should not be using the old green ones.

Chair Caporale asked if it was in the budget.

Mr. Backman responded that it was. He said they should get it ordered because there is 14 to 18 weeks from order to delivery.

Chair Caporale made a motion to order a stainless steel can with a cap of \$85,000. Mr. Pelissier seconded the motion.

Mr. Pelissier said that the Town allows purchases to exceed the allowed amount by ten percent.

Chair Caporale said it had been considered but not adopted by the ASC.

Chair Caporale stated that if any green cans are sold, the proceeds should go on the same line.

Chair Caporale asked Mr. Backman to find out if they are ready to go to bid on the Library Street project.

Ms. Chomas said that they could elicit bids but could not accept a bid yet.

Chair Caporale said he assumes Attorney Dreiser is still working on the eminent domain issues.

OLD BUSINESS

▪ Review LOI and correspondences regarding plant capacity

Mr. Backman said that he received a letter from Pembroke dated April 4, 2019 regarding the hookup of 75 single-family condo units. They believe they have enough capacity from the original agreement and more besides. Then, they sent a letter dated April 24, 2019, reporting their current flows on the basis of continuous annual average. Mr. Backman rejected these statistics because Allentown calculates flow based on the three wettest months of the year, as does the State. Also, the current agreement requires that they get Allentown's approval before a connection is made.

Chair Caporale observed that Pembroke is not in compliance with what ASC requested.

Mr. Backman said that Attorney Dreiser wrote a three-page letter dated April 30, 2019, rejecting Pembroke's claim that they have capacity. The various methods of calculation cause the discrepancy.

Mr. Pelissier asked if the Sewer Department should do the calculation for them.

Mr. Backman said they have beaten this to death. Pembroke refuses to agree with Allentown's calculations.

Chair Caporale stated that they started working on the Inter-Municipal Agreement (IMA) in July of 2018. He asked when the 150,000 gallons of capacity offer expires.

Mr. Backman responded that it would expire one year after the date of the Letter of Intent (LOI). He said that the State can't approve the IMA until Allentown does.

Chair Caporale asked if they should consider a cease and desist order, if they go ahead with the hookup.

Mr. Pelissier asked if they should go to the State.

Mr. Backman said that was a good idea.

Mr. Rodger asked why an IMA is needed. There is not one with the water company.

Mr. Pelissier explained that Allentown does not have a water company with which to make an agreement.

Mr. Backman said that an IMA is not needed, but since there is one, it is in effect until there is a new one. He said that the existing one is poorly written and there are other issues with it.

Mr. Rodger asked why Allentown can't negotiate the hookup with the developer on its own.

Mr. Backman said that Allentown can't negotiate with developers in another town.

Chair Caporale suggested sending copies of all letters to the Pembroke and Allentown Boards of Selectmen. Eventually, the Court of the State will have to rule on this, he said.

Mr. Boettcher said that Allentown wants to be notified of hookups; it is in the agreement.

Chair Caporale suggested inviting Pembroke here to ask them why they are not following the agreement.

Mr. Boettcher said the problem is the way they calculate flow. Every town is different.

Chair Caporale said they think they have capacity and we disagree.

Mr. Boettcher said that DES uses one method: the three wettest months.

Mr. Backman said that Pembroke believes they have 35% left from the current IMA.

Chair Caporale asked if the court literally said this is the correct method.

Mr. Backman responded no.

Mr. Boettcher said that methods of calculation are different.

Ms. Chomas asked if they should get together to make the calculation.

Chair Caporale said that Attorney Dreiser should send Pembroke a letter recapping the court decision.

Mr. Backman said that Allenstown built the Biomag project, and the moratorium was lifted. Pembroke believes they never got what they bought from the 1975 plant.

Mr. Boettcher said they paid for a lot inadvertently.

Mr. Backman said he would send the correspondences to the two Select Boards this week. He said Allenstown is willing to work on a reasonable agreement.

- **Election of Chairman**

Mr. Caporale nominated Mr. Pelissier as chairman of the ASC. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Pelissier: Abstain

Mr. Caporale: Aye

NEW BUSINESS

- **Review abatement**

Mr. Backman said that the customers, the St. Germain, claim they had a water leak which did not discharge into the sewer system. He said the \$500 abatement should be granted.

Mr. Caporale made a motion to approve the abatement of \$500 for the St. Germain family. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Pelissier: Aye

Mr. Caporale: Aye

- **Audit Questionnaire**

Chair Pelissier read the questions on the audit questionnaire and the responses of the Board were recorded. The questions were about fraud and ethics. The report was signed by the Chairman and Mr. Backman will send it to the auditors.

- **Review expense report**

Mr. Backman said that operating expense are on track, with 25% of the budget spent thus far.

- **Review Sewer Billing Register**

Mr. Backman said that first quarter billings were up by \$124,524.03.

Mr. Caporale made a motion to approve the Sewer Billing Register. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Pelissier: Aye

Mr. Caporale: Aye

- **Review sewer billing adjustment journal**

Mr. Backman said sewer billing adjustments totaled \$8,474 for April, including adjustments for three unendorsed checks.

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

Mr. Rodger: Aye

Mr. Pelissier: Aye

Mr. Caporale: Aye

- **Review hauler billing report**

Mr. Backman reported hauler billings totaling \$162,281.08. Grease was up.

Ms. Chomas said they have been opening on Saturdays for Felix. They wanted to open for everyone but there was no room.

OTHER BUSINESS

Chair Pelissier expressed concern about the driving speed of trucks leaving the facility.

Mr. Rodger suggested periodic email blasts to remind the truck drivers to obey speed limits and drive cautiously.

Ms. Chomas stated that the summer outing for engineers and operators is scheduled for June 21, 2019. She asked for approval to close at 10:00 am that day.

Ms. Chomas reported doing an Earth Day tour on April 22nd. There was no coverage in the Concord Monitor but she did post it on the website. The Police Academy has scheduled a tour for May 16th. She

said the flag donation to the school went well and everything is fine with the staff. Preston Tuthill will start June 3rd and he will be very helpful.

Ms. Chomas then said they were thinking of having an open house for the haulers' secretaries.

Mr. Backman said he is on schedule with the new Supervisory Control and Data Acquisition (SCADA) software update. It will be running sometime in the summer.

Ms. Chomas reported that the Boat Launch area is messy.

Chair Pelissier said she should let the town know.

Mr. Caporale made a motion to adjourn at 5:31 pm. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Pelissier: Aye

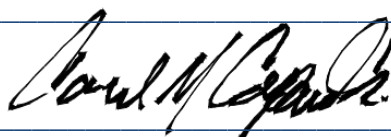
Mr. Caporale: Aye

Document Approval
Allenstown Sewer Commission

Chad Pelissier, Chairperson



Carl Caporale, Commissioner



James Rodger, Commissioner



Signature Certificate



Document Reference: L7ZS6LIAM5X3Z4URVEYYLD

RightSignature
Easy Online Document Signing



James Rodger

Party ID: XHD2ELIM8KVXUWKLA49Z52

IP Address: 24.62.158.145

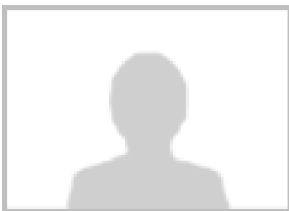
VERIFIED EMAIL: jrodger@allentownnh.gov

Electronic Signature:

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Multi-Factor
Digital Fingerprint Checksum

7f9f8d9f8bf8eaf8493b7f757e23ce3a7adf44fc



Carl Caporale

Party ID: N6MJX9J6LKEUMHFHDD6EI5

IP Address: 67.164.242.0

VERIFIED EMAIL: ccaporale@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

23c85deee912809f3dcec947cb91acd44c2c32dd



Chad Pelissier

Party ID: SI977BJAVJGP9K4DY52ETE

IP Address: 174.192.25.16

VERIFIED EMAIL: cpelissier@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

f9bdf5e5e696d5a30815f4d8c30b064d1edc9235



Timestamp

2019-06-05 09:43:22 -0700

2019-06-05 09:43:22 -0700

2019-06-05 09:36:18 -0700

2019-06-04 19:46:43 -0700

2019-06-04 19:46:17 -0700

2019-06-03 06:20:12 -0700

2019-06-03 05:36:15 -0700

Audit

All parties have signed document. Signed copies sent to: James Rodger, Carl Caporale, Chad Pelissier, 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 signed by Chad Pelissier (cpelissier@allentownnh.gov) with drawn signature. - 174.192.25.16

Document viewed by Chad Pelissier (cpelissier@allentownnh.gov). - 174.192.25.16

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

Document viewed by Carl Caporale (ccaporale@allentownnh.gov). - 67.164.242.0



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



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