



Allenstown Sewer Commission
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TOWN OF ALLENSTOWN
Sewer Commission
35 Canal Street
Allenstown, NH 03275
July 16, 2019 Meeting

CALL TO ORDER

The Allenstown Sewer Commission meeting of July 16, 2019 was called to order by Commissioner Carl Caporale at 5:16 p.m.

ROLL CALL

Present on the Board: Jim Rodger, Carl Caporale

Excused: Chad Pelissier

Others present: Jeff Backman, Superintendent; Roxanna Chomas, Assistant Superintendent; Peter Boettcher, Boettcher Electric; Mike Trainque, Hoyle Tanner & Associates

PLEDGE OF ALLEGIANCE

Mr. Caporale led the Pledge of Allegiance.

UNAPPROVED MINUTES

Mr. Rodger made a motion to accept the minutes of the June 11, 2019 meeting as written. Mr. Caporale seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Rodger asked Mr. Backman for information about the fence.

Mr. Backman said that Ms. Chomas had met with several fence companies. She asked them to provide quotes for both repair and replacement. He said they have one quote for \$17,000 and they are waiting for others. He added that there is really nothing wrong with the fence.

Mr. Caporale said he thought there were some holes in the fence.

Ms. Chomas said they could repair those themselves or get a contractor. She said she would report on the fence at the next meeting.

APPOINTMENTS

- **Peter Boettcher, Boettcher Electric**

Mr. Boettcher stated that they have installed three new flow meters out in the field. The fourth will be done tomorrow. They have also decided to purchase a spare, he said. Regarding the upstairs control panel, they have selected Wilson Controls for the work, and it will be done in August or September. The cost will be \$32,000 - \$33,000, not \$100,000 as anticipated. He said the repair takes away the device that is hard to work on. They will change the AC in the panel. Mr. Backman has been proactive on this project. Next, he reported on the weigh scale kiosk update. This will be done Tuesday and Wednesday of next week. He emphasized that this is complicated, and they will be logging trucks in by hand because the scale will be down. He said this is a brand-new system and they will need a chance to work out the bumps. Mr. Backman and Ms. Chomas have coordinated a lot of things. He said it has taken years to get where we are, and he hopes the Commission will allow a chance to work out the bugs. Ms. Williams sent out a letter, okayed by Mr. Backman, to explain to the customers what will be happening on Tuesday and Wednesday. They will be using the sight tube for weighing - charging for a full load if there is an issue. He said they plan to have the scale back up on the first day. They will write down the weights. Mr. Boettcher said his last item is the pilot test of a new odor control system. This will be done sometime in August and Tank 8 will be used. This, he said, is an easy system. They are not adding chemical; it is similar to the one in the new pump station. The entire test will take five weeks: two for set-up, two to run the test and one to take it down.

- **Michael Trainque, Hoyle Tanner & Associates**

Mr. Trainque added that this system generates ozone, which goes into the tank space; it even dissolves grease.

Mr. Backman said that it also protects the concrete in the tank.

Mr. Trainque explained that it breaks down hydrogen sulfide. He said he visited a plant using this system in Scarborough, ME. Continuing with his own update, Mr. Trainque reported that he submitted plans and specs to the DES for review. They sent back 12 pages of comments, and he sent a revised response. The DES sent back more comments, and he is working on those now. He said there is a different group at the DES now, and they nitpick things by the regulations. He said he emailed Ms. Somers a week or two ago and has not heard from her.

Mr. Backman said he had an email from Ms. Somers, saying that she was drafting notice of offers to be re-issued because they no longer comply, due to age. She said she would be sending the template. She has started the title search.

Mr. Trainque said the dates on the bidding schedule in the plans and specs will come and go.

Mr. Backman said he would contact Ms. Somers and report back to everyone.

Mr. Trainque stated that he could start the bids.

Mr. Caporale said this is holding up the project.

Mr. Trainque said a bigger concern is the Shoreland permit they need. Ms. Somers has to file with the Board of Land & Tax Appeals. Continuing, Mr. Trainque said he is working on Pembroke flow data.

Mr. Backman said they are going to try to come up with where they are with capacity. He received a letter from Pembroke dated July 8, 2019. He said it is more of the same – saying they still have capacity from the original IMA, based on the past two years of data. He said he is working with and Mr. Trainque and Dana on this. Pembroke wants to have a workshop with legal engineers and sewer commissioners.

Mr. Caporale stated that if they have to do a new one, they should. He asked if the proof they will believe can be provided.

Mr. Trainque said it would be certified by an engineer.

Mr. Backman said the only scheduling issue is that Dana will be in Florida sometime over the next couple of weeks.

Mr. Caporale said Pembroke is up in arms. There is a lot of drama, he said, and he wonders if the citizens are holding up progress.

Mr. Backman said he spoke with a developer who had similar thoughts. He added that there could be some of the 98 gallons left.

Mr. Caporale said that we never said it's not there; just show us how it was used.

Mr. Backman said they sent flow data from a current condo, but it doesn't mean much.

Mr. Caporale confirmed that Mr. Backman replied to the letter. He asked if a panel of engineers was needed.

Mr. Trainque said this is straight flow data.

Mr. Backman said he suggested Pembroke do an engineered Infiltration & Inflow (I&I) reduction study. We welcome them to do that, he said.

Mr. Trainque said he will be sending a draft contract for of construction fee services for Suncook Pond for review.

NEW BUSINESS

▪ Review Sewer Billing Adjustment Journal

Mr. Rodger made a motion to approve the Sewer Billing Adjustment Journal ending June 30, 2019. Mr. Caporale seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Backman reported one adjustment of \$20 related to final sewer administration fees.

▪ Review Hauler Billing Report

Mr. Backman reported billings of \$190,872.57 for the month of June.

Mr. Rodger made a motion to approve the Hauler Billing Report for June of 2019. Mr. Caporale seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Caporale asked about collections.

Mr. Backman said that collections are good. Henniker has become one of their best customers.

Mr. Caporale said they used to have trouble getting people to pay bills. He said Ms. Wallace has been very helpful with that and the whole team has made modifications so they are now at a perfect place.

• Review Quotes for Window Replacement at River Road Pump Station

Mr. Rodger said it is still dark in there.

Mr. Backman said they had quotes from Granite State Glass and Portland Glass. Granite State has a better product but it is more expensive.

Mr. Caporale asked why they windows are not all the same.

Mr. Backman explained that this is because they are different sizes. Portland Glass offered a quote of \$5,061.31 and Granite State's quote was \$5,443.00.

Mr. Rodger asked about the purpose of the replacements.

Mr. Backman said it is for aesthetics and heat efficiency. Critters are getting in. He added that they don't have to do anything.

Ms. Chomas said one window is broken.

Mr. Rodger made a motion to accept the quote of Granite State Glass for \$5,443.00. Mr. Caporale seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

- **Review Quotes for Sewer Covers on Heritage and Meadow Lane**

Mr. Backman said he requested quotes from five companies for the plating: Lyman, Dirt Doctors, Felix, AJ Roy and Jeffers Excavation. Dirt Doctors quoted \$1,098.18 per cover and Jeffers Excavation quoted \$1,500 per cover. He said the bid stated eleven, but they only need nine. He said the binders would be done next year.

Mr. Rodger asked why we can't do it ourselves.

Ms. Chomas said they would need an excavator.

Mr. Backman said he recommends Dirt Doctors and has set a tentative date for the work, which is to be coordinated with Water Works and Highway.

Mr. Caporale made a motion to accept the Dirt Doctors quote. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

- **2018 Budget Closeout**

Mr. Backman said the 2018 audit is not finalized yet. It will be available at the next meeting. Pembroke has a deficit.

NEW BUSINESS

Mr. Backman said they had a minor accident when a Waste Management driver was caught in the roll-up garage door. The insurance company was notified and said there is no liability. There is no video footage. He continued, saying that the new AC units have been installed and they received rebates from Eversource. They would like to do one more in the office, over the door. He said they have three quotes: Sunray Builders at \$4,732.06; Denron at \$5,072.00 and Leblanc in Heating at \$6,591.00. Mr. Caporale & Mr. Rodgers agreed to purchase a third unit at the lowest price. All are for the same product, a Fujitsu. He added that he is installing all new cameras.

Ms. Chomas reported that Dan passed the Grade 2 exam.

Mr. Caporale asked her to offer his congratulations to Dan.

Mr. Backman stated that at the next meeting, he and Ms. Chomas would offer their employee reviews for the review of the Commission.

Mr. Backman said they would be hosting the Joint Loss Management Committee meeting tomorrow. He said there have been nine incidents in town, none of which have been reviewed.

Ms. Chomas said spray bars have been installed in the stainless-steel containers. They would like to sell the four old cans before winter, if possible. They each have a scrap value of \$1,000.

Ms. Chomas reported that Mr. Tuthill has been helping Dan a lot and is also teaching him a lot.

Mr. Rodger made a motion to adjourn at 6:21 pm. Mr. Caporale seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

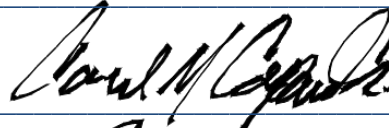
Mr. Caporale: Aye

Document Approval
Allenstown Sewer Commission

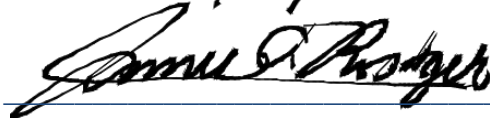
Chad Pelissier, Chairperson



Carl Caporale, Commissioner



James Rodger, Commissioner



Signature Certificate



Document Reference: LY5VSUIE54IW9XAXAW46L8

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Easy Online Document Signing



James Rodger

Party ID: 3G6R77I8XJHYG5R7S35IUP

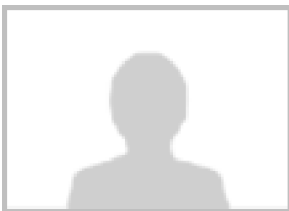
IP Address: 24.62.158.145

VERIFIED EMAIL: jrodger@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

7f9f8d9f8bf8eaf8493b7f757e23ce3a7adf44fc



Carl Caporale

Party ID: 64IYAGJWVKZXB6A9EHM758

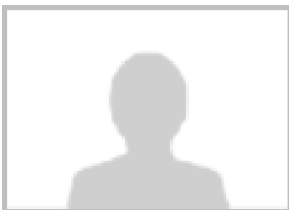
IP Address: 198.178.12.2

VERIFIED EMAIL: ccaporale@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

d8c0fc3be60ab6c5ad9c6a10d5470480d8f28d8f



Chad Pelissier

Party ID: 5YC5RJUF5DYDRYTADJLM9

IP Address: 73.100.152.163

VERIFIED EMAIL: cpelissier@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

484f3d8e98cab2cdc5fb8083c4910089f29bd40d



Timestamp

2019-08-13 16:00:21 -0700

2019-08-13 16:00:21 -0700

2019-08-08 20:34:55 -0700

2019-08-08 20:34:36 -0700

2019-08-08 04:12:50 -0700

2019-08-07 07:15:11 -0700

2019-08-07 07:12:23 -0700

Audit

All parties have signed document. Signed copies sent to: James Rodger, Carl Caporale, Chad Pelissier, and Jeff Backman.

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

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). - 73.100.152.163

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

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