



Allenstown Sewer Commission
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TOWN OF ALLENSTOWN
Sewer Commission
35 Canal Street
Allenstown, NH 03275
August 13, 2019 Meeting

CALL TO ORDER

The Allenstown Sewer Commission meeting of August 13, 2019 was called to order by Chair Chad Pelissier at 5:01 p.m.

ROLL CALL

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

Others present: Jeff Backman, Superintendent; Roxanna Chomas, Assistant Superintendent; Peter Boettcher, Boettcher Electric; Mike Trainque, Hoyle Tanner & Associates; Eric Mitchell, ECM Surveyor; Charlie Morgan, Vault Motor

PLEDGE OF ALLEGIANCE

Mr. Caporale led the Pledge of Allegiance.

UNAPPROVED MINUTES

Mr. Rodger made a motion to accept the minutes of the July 16, 2019 meeting as written. Mr. Caporale seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Abstained due to absence

APPOINTMENTS

▪ **Peter Boettcher**

Mr. Boettcher stated that all of the new flow meter systems are installed and on line. They have been checked. Some data was reviewed and everything has been working well for about a month. Next is the press control panel. Wilson Controls will be here on August 19th and the installation will begin on September 9th. The panel will be down for three days; Ms. Chomas and Mr. Backman will be working with Wilson Controls to coordinate the installation. Regarding the installation of the K-3 kiosk, everything went better than expected, he said. The new kiosk ran next to the old one during installation, and they were down for only about two hours. The drivers are happy. There are a couple of software issues, and Mr. Backman is working with AWS on those. The scale was recalibrated on the day of the turnover and again last week. Everything is fine. He stated that the Vapex pilot test begins on Monday and will last 1.5 weeks.

▪ **Michael Trainque**

Mr. Trainque stated that the offer letters regarding the Library Street wastewater pump station easements are being signed and will be sent to the four property owners who will have 30 days to respond.

Mr. Backman said that they are in Write Signature now.

Mr. Trainque said he wants to meet with Mr. Goodine, Mr. Boisvert and Mr. Backman regarding an agreement to attempt widening of the road from 18 to 22 feet as part of the pump station project. He said that this is not possible on parts of Library and Webster. He said it is hard to know where the right-of-way is; they can probably add two feet but not four.

Chair Pelissier said that the late Ronnie Pelissier was working with one property owner on a lot line adjustment. The property owner is in favor of it, and it would improve the road significantly.

Mr. Trainque next referenced the Shoreland Permit Application and the need to file with the Board of Land & Tax Appeals. This was discussed at the last meeting, he said.

Mr. Caporale said that when the 30 days is up, the Commission should not delay in taking the next step.

Mr. Trainque said that he looked at the Pembroke flow data from January 2000 through June 2019, and there were a number of times that Pembroke's flows exceeded the allocated capacity. He said it could be reasonably concluded that they have reached their capacity, with the exception of the 98,000 gallons allotted them by DES.

Mr. Backman reported receipt of a letter from Pembroke dated July 8, 2019. An attachment to that letter accounts for the 98,000 gallons, concluding that they have 25,283 gallons available. Mr. Backman said he has drafted a response, saying they can connect that 25,000 before signing the IMA. The letter states that Allenstown believes Pembroke is at full capacity, and this is supported by the engineering

study. Pembroke, he said, hasn't done an engineered Infiltration & Inflow (I&I) reduction study. The new IMA will not be based on actual flow but on approved allocation of capacity. They say their flows don't exceed the 684,000 gallons from the original IMA.

Mr. Caporale asked about the next step.

Mr. Backman said that when the LOI expires in two months, the 150,000 gallons is off the table. He asked the Commissioners if they were okay with his letter. He said it had been reviewed by Mr. Dreiser, Mr. Trainque, and Mr. Clement.

Mr. Caporale said that Mr. Backman should copy the Selectmen on the letter.

Chair Pelissier told Mr. Backman to send the letter.

NEW BUSINESS

▪ 3 Chester Turnpike

Mr. Eric Mitchell, ECM Surveyor, introduced Mr. Charlie Morgan of Vault Motor. He referred to a property on Chester Turnpike and Route 3, which has three buildings on it. A daycare center, a warehouse and another large building occupy the lot. The daycare is one lot; the warehouse and the large building are one lot together. The lot line for the daycare center goes through the center of the building. Mr. Morgan would like to do a lot line adjustment at the daycare center and to have separate lots for the warehouse and the large building. The existing sewer line going under the large building is in disrepair. They are proposing, he said, a pump station to carry sewer to the existing manhole. The small warehouse currently has no water except a sprinkler. Mr. Morgan wants to install a bathroom there and a sewer hookup. Mr. Morgan's attorney is drafting documents for maintenance of the water and sewer lines. The three lots must have cross-easements with each other. Another issue which the attorney will address is the fact that the manhole is on private property. The paperwork will be drawn up by tomorrow. It may be that the large building will be responsible for all three lots. Mr. Mitchell said that he and Mr. Morgan are here to see what the Commission has to offer. The arrangement between the properties will be written into the deeds.

Mr. Caporale asked what protection the Commission has if they go out of business.

Mr. Mitchell said he would ask the attorney about that.

Mr. Trainque said this is straightforward and not unusual.

Mr. Backman agreed with Mr. Trainque.

Mr. Boettcher said it is being set up as it should be.

Chair Pelissier said this is no different than any properties which share common lateral, such as mobile home parks. He said the Commission would like to see what the lawyer drafts, so the Commission can revisit this at the next monthly meeting.

- **Review sewer billing adjustment journal**

Mr. Caporale made a motion to approve the sewer billing adjustment in the amount of \$60 for July. Chair Pelissier seconded the motion. A roll call vote was taken: Mr. Caporale – aye; Mr. Rodger – aye; Mr. Pelissier – aye.

- **Review hauler billing report**

Mr. Backman reported sewer hauler billing in the amount of \$198,273.14 for July, which is 20% higher than the same month last year.

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

Ms. Chomas said that Ms. Williams has recruited four new haulers, a result of sending out ten packets. She added that Epping has been slow, and the trucks are backed up.

- **Review second quarter sewer billing register**

Mr. Backman reported billings of \$100,000. Including past due amounts, the amount due now is \$123,168.73. Mr. Caporale made a motion to accept the second quarter sewer billing register. Mr. Rodger seconded the motion. A roll call vote was taken: Mr. Caporale – aye; Mr. Rodger – aye; Mr. Pelissier – aye.

- **61 River Road**

Mr. Backman explained that the house at 61 River Road burned down over a year ago. While building a new house, the owner has been living in a trailer on the property. He wants to hook up to the sewer but doesn't want to replace the entire line to the street. Mr. Backman said the line is not at the correct depth; it is only 18 inches and four feet of cover is required. The owner has his trailer connected there, and he never applied to hook it up. Also, there is water leaking near the area. Mr. Backman said he spoke to the homeowner and gave him the sewer repair permit to be filled out correctly. He has not returned the application; he is aware that the line must have four feet of cover.

Ms. Chomas said that the whole foundation is exposed. The sewer is six feet deep on River Road at his point.

Mr. Backman said the property owner could install a pump system or put in a whole new line.

Ms. Chomas said there is a cash flow issue. She said the trailer could only be there on a temporary basis for 21 days, and it has been there for about a year and a half.

Mr. Caporale said the owner purposely didn't apply for permission to hook up the trailer. The leak could be water or sewer, and there is the possibility of contamination. The building inspector told the property owner it would be okay and to go ahead.

Mr. Rodger said he made a temporary hookup and the town allowed it.

Mr. Backman said the leak seems to be water. Pembroke has no issue with the water. He said that the temporary permit costs \$35. The owner should take care of that and then apply for a new one for the house. He said that at a recent department head meeting, he was the only one who thought this was a problem.

Chair Pelissier said the trailer will be gone and the concern should be with the permanent connection. We can monitor this or straighten this out with the town.

Mr. Trainque said the Building Department has to issue a CO, and the Sewer Department will have to sign off.

Mr. Backman said the town is on our side now.

Chair Pelissier said they need to meet with the Selectboard so everyone will be on the same page.

Mr. Backman said there was no Town Administrator when the house burned down.

Ms. Chomas said that once the owner gets pushed out of the trailer, he will have no choice but to hook up. Ms. Baxter of the Building Department said he keeps extending it.

Chair Pelissier said they would have a PR nightmare if they kick out someone whose house has burned down.

Mr. Caporale said the owner should apply for the temporary hookup, pay the \$35 and then apply for the permanent hookup. He said they could not turn their heads because of compassion. We should call the Building Inspector and see that the owner gets nothing until he applies for a CO, for which he will need the Sewer Department to sign off.

Mr. Rodger asked why he was allowed to build the house without a connection.

Mr. Caporale said they probably said he had it.

Chair Pelissier said it would be petty to collect the \$35 fee.

Mr. Backman said they were not looking to do that.

Mr. Caporale said it is not fair to others; the rules apply to all. The fee could be waived if it is a hardship situation. He said we can't say we didn't know about the situation.

Mr. Backman asked how long the trench can be left open.

Mr. Boettcher said the property owner may have looked at it as simply moving the existing connection to a new place.

Mr. Caporale said there is no grandfathering in this situation. This has to be up to code.

Chair Pelissier said they should have a meeting with the Selectboard, the Building Department (including Dawna Baxter) and the Building Inspector.

Mr. Backman said he will make an appointment with the BOS.

Chair Pelissier said they can have the owner fill out the paperwork.

Mr. Backman said it can be done, but the owner doesn't have the resources.

- **Other new business**

Ms. Chomas said the staff has outdone themselves. She said they changed the way the diffusers are secured on Tank 2. She said she has calculated the cost of retrofitting the other two aeration tanks; the cost of doing Tank 2 was less than \$5,000. She said they will see better oxygen transfer. At any rate, she said, the staff has been doing outstanding work. They are installing new propellers in the mixers outside. The existing propellers are from 2012. This is all being done inhouse. She said she can't say enough about the staff. They work well together and don't need much instruction.

NON-PUBLIC AGENDA ITEM

Mr. Caporale made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (a) at 6:13 pm. Mr. Rodger seconded the motion. A roll call vote was taken: Mr. Rodger – aye; Mr. Caporale – aye; Mr. Pelissier – aye.

Mr. Caporale made a motion to return to public session at 6:48 pm. Mr. Rodger seconded the motion. A roll call vote was taken: Mr. Rodger – aye; Mr. Caporale – aye; Mr. Pelissier – aye.

Mr. Caporale made a motion to accept the annual wage increases as prepared by the Superintendent. Mr. Rodger seconded the motion. A roll call vote was taken: Mr. Rodger – aye; Mr. Caporale – aye; Mr. Pelissier – aye.

CORRESPONDENCE AND OTHER BUSINESS

Mr. Backman reported that the manholes have been plated on Meadow Lane and Heritage Drive. There is a bit more work to do there. They are replacing one structure and relining another. Each is a one-day project. They should be done by the end of the month. They are only doing the base course this year. Lafayette has been done as well.

ADJOURNMENT

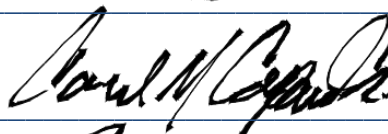
Mr. Rodger made a motion to adjourn at 6:50 pm. Mr. Caporale seconded the motion. A roll call vote was taken: Mr. Rodger – aye; Mr. Caporale – aye; Mr. Pelissier – aye.

Document Approval Allenstown Sewer Commission

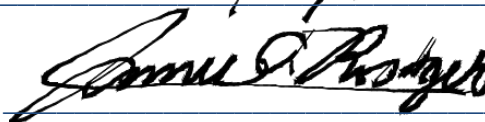
Chad Pelissier, Chairperson



Carl Caporale, Commissioner



James Rodger, Commissioner



Signature Certificate



Document Reference: VS2FTFJNK55YRVYD996NN6

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James Rodger

Party ID: KWSARLJDMLPAFPSYMYDERZ

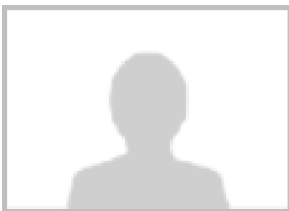
IP Address: 24.62.158.145

VERIFIED EMAIL: jrodger@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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Carl Caporale

Party ID: DJWF6ZIEDJM97GLM882EN6

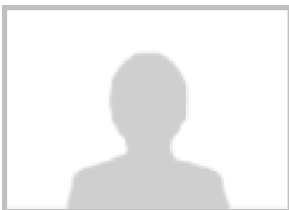
IP Address: 67.164.242.9

VERIFIED EMAIL: ccaporale@allentownnh.gov

Electronic Signature:

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Chad Pelissier

Party ID: 6ZMTUPIVBJZYC5UC4CTIRG

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Electronic Signature:

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538aff0435050618e944be493198301117bdf194



Timestamp

2019-10-08 13:12:46 -0700

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2019-10-03 19:03:27 -0700

2019-10-03 18:57:36 -0700

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2019-10-03 09:57:59 -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

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