



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
October 8, 2019 Meeting

CALL TO ORDER

The Allenstown Sewer Commission meeting of October 8, 2019 was called to order by Chair Chad Pelissier at 4:00 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; Debbie Bender, TOA Finance Director; Derik Goodine, TOA Town Administrator

PLEDGE OF ALLEGIANCE

Chair Pelissier led the Pledge of Allegiance.

APPOINTMENTS

▪ **Debbie Bender, TOA Finance Director**

Ms. Bender reported on a billing error in the town's accounts payable department which caused an overpayment to Health Trust by the Sewer Department. One employee who left in June has been charged health and dental insurance premiums for an extra three months, totaling \$2,031. Another who left in August has been charged one extra month of health insurance premiums totaling \$634. The payroll manager had made notes regarding notification and they have asked Health Trust's Exceptions Committee to correct this. The committee meets monthly, and Ms. Bender said she would email Mr. Backman regarding the decision. She said this should not happen again, as they have made procedure adjustments for double-checking data.

▪ **Peter Boettcher, Boettcher Electric**

Mr. Boettcher stated that the press panel update is complete. He said this was complicated, involving 350 wires and 3,500 lines of code. He said that he worked with Mr. Backman on calibrations of the flow meters at the plant, which is required by the State. He thanked the Allenstown Sewer Commission for their cooperation as he worked to complete all projects assigned to him in the spring. He said he will be in Florida until the beginning of May next year.

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

Mr. Trainque showed the Commissioners drawings for the Suncook Pond Estates easement. He said he has sent these to Ms. Somers and has had no response from her yet. He reported sending the modified offer to Mr. Lemire, which includes an additional \$1,000, bringing the total to \$2,800. Mr. Lemire has three conditions: full overlay of his driveway, protection of a drain line from his garage, and replanting of shrubs. All three are things which would be done anyway.

Mr. Caporale asked how long they were responsible for maintaining the new shrubs.

Mr. Trainque responded that it would be one year. He added that he has sent this information to Ms. Somers so that she can prepare the revised offer.

Mr. Backman said there has been no response yet from Mr. Roberts regarding their offer of an additional \$1,000 for the easement, although he has indicated that it would be satisfactory.

Ms. Chomas asked Mr. Trainque to re-send the draft loading reports.

UNAPPROVED MINUTES

- **August 13, 2019**

Mr. Backman said that these were approved but need signatures in Write Signature.

- **September 10, 2019**

Mr. Rodger made a motion to approve the minutes of the September 10, 2019 meeting as written. Mr. Caporale seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

OLD BUSINESS

None

NEW BUSINESS

- **Review Sewer Billing Adjustment Journal**

Mr. Caporale asked if there were any large adjustments.

Mr. Backman said that there were not.

Mr. Caporale made a motion to approve the Sewer Billing Adjustment Journal for September 2019. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye
Mr. Pelissier: Aye

▪ **Review Hauler Billing Report**

Ms. Chomas said that they did not process as much grease as at the same time last year – 40 versus 54. She said that Ms. Williams has been distributing a new marketing brochure. A new hauler, Bodwells, was added last week.

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

Mr. Rodger: Aye
Mr. Caporale: Aye
Mr. Pelissier: Aye

▪ **First Review of 2020 Budget**

Mr. Backman reported that the overall increase has gone from about 1.5% down to 0.8%.

Mr. Caporale asked if the stipend for the Commissioners had been increased two or three years ago.

Mr. Backman said the Commission could not vote for an increase, but it could be part of a budget submission.

Mr. Backman said he had a narrative prepared for all three accounts, with comparisons of the 2019 budget and 2020 proposed amounts. He said the total is \$2,299,192, an increase of about \$19,000. He said they are scheduled to present the budget to the Selectboard on November 4, 2019.

Chair Pelissier noted that the solid waste software line was down, and said this is unusual because no one's software expenses go down.

Mr. Backman said a lot was done in this year, so they would not need to spend as much in 2020.

Mr. Rodger asked about the rate.

Mr. Backman said that is up to the Commission.

Mr. Caporale made a motion to approve the total budget of \$2,299,192. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye
Mr. Caporale: Aye
Mr. Pelissier: Aye

Mr. Caporale stated that they present their budget to the Selectboard as a courtesy; they present to the Budget Committee as an obligation.

▪ **Other New Business**

Mr. Backman said that they have an email from Allenstown Town Administrator Derik Goodine regarding odor complaints. He said that Mr. Goodine was present if the Commission wished to discuss this.

Mr. Caporale said that this item was tabled.

Mr. Boettcher stated that he researched 15 systems before recommended testing the Nano system.

Mr. Rodger said he is not sold on the need but would like to visit the operation in Scarborough, Maine.

Mr. Backman stated that they do not have a major odor problem. He said that the odor they do have does not travel far.

Mr. Rodger said that they are doing something which is creating an odor. He asked if they could have a system which would be used just when it was needed.

Mr. Backman stated that they are not going to not have odor.

Ms. Chomas said they process sludge seven days a week. They chose the system they tested because of its footprint. It requires less real estate. She said they may not need it now, but they will need it. Hydrogen sulfide is eating the cement.

Mr. Caporale asked about the life of the Nano system.

Mr. Boettcher said it was seven to ten years.

Mr. Caporale said he wanted to leave this item on the table.

Mr. Rodger and Chair Pelissier said they want to see the Scarborough operation. A date of November 1, 2019 was agreed upon for the visit.

Ms. Chomas said that within a one-half mile radius of the Scarborough plant, there is a smell of ozone.

Mr. Trainque said this is a medical smell.

Mr. Backman noted that they have more hydrogen sulfides than does Scarborough.

Mr. Boettcher reported a continuous amount of over 50 ppm and amounts over 200 ppm at times.

Mr. Caporale asked about other projects planned.

Mr. Backman said they have plans to replace the sludge pumps for the presses, to install new instrumentation for aeration, and to work on polymer tanks. He said that their sludge pumps were purchased from Manchester about 15 years ago, and they were ten years old at the time.

Mr. Rodger said that his neighbors have noticed a big difference in the odor level.

Mr. Backman said the cost for the odor control system is about \$40,000 per year, and they have the money for it.

Mr. Goodine said that the Town Clerk's office has had some complaints about odor. He said that if we have an odor problem, shouldn't we try to mitigate it.

Mr. Caporale said he was angry and that the Town Administrator was out of line. He said that if the town gets complaints, they should be sent to the Sewer Department. He said, again, that he wants this item tabled.

- **Third Quarter Sewer Billing Register**

Mr. Backman reported \$125,718.80 as the third quarter sewer billing amount.

Mr. Caporale made a motion to approve the amount of \$125,718.80 for third quarter sewer billing. Mr. Rodger seconded the motion. A roll call vote was taken:

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

- **Sewer Liens**

Chair Pelissier asked about sewer liens in relation to renters who are delinquent.

Mr. Backman said that the owner is the responsible party, whether it is a home where part or all of the building is rented or a strip mall where there are renters occupying space.

- **Sewer Rates**

Mr. Backman said that a one cent drop in the rate was equivalent to about \$500 to \$600 in reduced revenue.

Mr. Caporale asked if they should look into that, now that the issue with Pembroke is settled. He noted that Allenstown's Economic Development Committee has been doing a lot to bring people into the community. He said they could give back to the ratepayers to encourage economic development.

Chair Pelissier said that it would be good public relations, but that he is concerned about unforeseen costs with the Library Street project. He asked what would happen if that project went over by \$100,000.

Mr. Trainque said they would have two options: They could pay the extra out of their budget or go back to Town Meeting if the amount is to be added to the loan.

Chair Pelissier also expressed concern about legal fees in relation to the procurement of easements.

Mr. Caporale asked if one cent is good PR.

Chair Pelissier said that it is.

Mr. Goodine asked about the State Aid Grant.

Mr. Trainque said the State will send a prorated share one month before the loan payment is due.

Ms. Chomas said that grease inspections will begin on December 1, 2019. She has a list of 15 locations requiring inspection, per the grease inspection ordinance. She said they mostly want to educate restaurants and other places serving food. The Building Inspector would be brought in if there are enforcement issues.

Mr. Rodger asked about Pembroke, since disposal of grease there affects the plant.

Ms. Chomas said that Kyle is attending regular training in preparation for his Grade 2 test in December.

Mr. Pelissier made a motion to adjourn at 5:10 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 _____

Document Reference #: ZE9TKUII52SK4GKYEWA4S7

Back

Home

Town of Allenstown
100 Main Street
Allenstown, NH 03024
(603) 271-1234

ASC MEETING 10.08.19

Document signed by James Rodger (jrodger@allentownnh.gov) with drawn signature. - 73.100.152.163

11/06/2019

Document signed by Carl Caporale (ccaporale@allentownnh.gov) with drawn signature. - 24.62.155.19

11/19/2019

Document signed by Chad Pelissier (cpelissier@allentownnh.gov) with drawn signature. - 73.61.18.169

11/25/2019

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

11/06/2019

View Document Page

Download PDF

Edit Tags

Send Reminder

Move to Trash

ASC MEETING 10.08.19

Please sign this document.

DOCUMENT

Document Details

Status	Pending
Sent	30 days ago 11/06/2019 at 12:21PM EST
Last Activity	11 days ago 11/25/2019 at 05:50PM EST
Expires	about 8 hours from now 12/06/2019 at 07:00PM EST

Parties

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

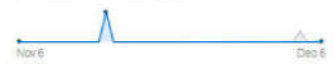
Source Files

Filename	Pages	
ASC MEETING 10.08.19.pdf	1-6	Download

Document Audits

11/25/2019 05:50PM EST	Document signed by Chad Pelissier (cpelissier@allentownnh.gov) with drawn signature. - 73.100.152.163
11/19/2019 05:10PM EST	Document signed by Carl Caporale (ccaporale@allentownnh.gov) with drawn signature. - 24.62.155.19
11/19/2019 05:09PM EST	Document viewed by Carl Caporale (ccaporale@allentownnh.gov). - 24.62.155.19
11/12/2019 09:29AM EST	Document viewed by Chad Pelissier (cpelissier@allentownnh.gov). - 73.61.18.169
11/11/2019 11:25AM EST	Document viewed by James Rodger (jrodger@allentownnh.gov). - 24.62.158.145
11/06/2019 12:21PM EST	Document created by Jeff Backman (jbackman@allentownnh.gov). - 173.13.111.25

Recent Sent vs. Signed



Recent Document Status



Recent Activity

- Document signed by James Rodger (jrodger@allentownnh.gov) with drawn signature. 3 days ago
- Document viewed by James Rodger (jrodger@allentownnh.gov). 3 days ago
- Document signed by Carl Caporale (ccaporale@allentownnh.gov) with drawn signature. 3 days ago
- Document viewed by Carl Caporale (ccaporale@allentownnh.gov). 3 days ago
- Document created by Jeff Backman (jbackman@allentownnh.gov). 3 days ago

More Activity...

Last logged in 1 day ago
from 73.100.152.66