

**ALLENSTOWN SEWER COMMISSION**  
**35 Canal Street, Allenstown, NH 03275**  
**Tel. (603) 485-5600 - Fax (800) 859-0081**

**DATE:** August 2, 2016  
**PLACE:** Allenstown Wastewater  
Treatment Facility  
35 Canal Street  
**TIME:** 4:00 PM

**ALLENSTOWN SEWER COMMISSION**  
**REGULAR MEETING**

**NOTE:** ALTHOUGH THESE MINUTES MAY CONTAIN QUOTES, THEY ARE NOT VERBATIM. MANY SECTIONS CONTAIN A GENERAL DESCRIPTION OF THE REMARKS OF THE PARTICIPANTS AS INTERPRETED (BOTH INDICATED) BY THE TRANSCRIBER AND SHOULD NOT BE RELIED UPON AS THE ACTUAL INTENT OF THE PARTICIPANTS STATEMENTS. ADDITIONALLY, MANY STATEMENTS HAVE BEEN OMITTED, CONDENSED, AND GENERALIZED, BASED ON THE INTERPRETATION OF THE TRANSCRIBER AS TO ITS RELEVANCE, CONTENT SPECIFICITY, ACCURACY, AND/OR CONFORMITY TO ANY APPLICABLE STATUTE. THE TRANSCRIBER ASSUMES NO LIABILITY FOR THE CONTENTS OF THIS DOCUMENT.

**Call to Order.**

The Allenstown Sewer Commission Meeting for August 2, 2016 was called to order by Mr. Anderson at 4:00p.m.

**Roll Call.**

Present on the Board: Larry Anderson, Carl Caporale, and Jeffrey McNamara.

**Others Present**

Residents of Allenstown:

Others Present: Mike Trainque, Hoyle & Tanner Associates and Peter Boettcher

Other Public Officials:

Allenstown Staff: Roxanna Chomas, Assist Superintendent and Jeff Backman, Superintendent.

The Sewer Commission recessed at 4:01pm.

The Sewer Commission came back from recess at 4:06pm.

**UNAPPROVED MINUTES: July 19, 2016 (public and non-public)**

Motion. Mr. Caporale made a motion to accept the minutes for July 19, 2016. Mr. McNamara seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

Mr. Backman will have the non-public minutes of July 19, 2016 for the next meeting.

**PROJECT UPDATES:**

**Meet with Michael Trainque, Hoyle & Tanner Associates, regarding Waste Water Asset Management Project**

Mr. Trainque received the DES approval for the work. He sent out four originals of the agreement to the DES for signature. John Jackman has been working with Mrs. Chomas and Mr. Backman on it. There may be an overpayment and if that's the case they will write a check for the refund.

Mr. Trainque updated the Commission on Suncook Pond Waste Water Pump station is finishing. He will have a number for them this week. Mr. Backman had sent both warrant articles; asset management and the pump station to the town hall. They have met the deadline. Mr. Caporale asked if they are 99% sure they will be approved on the ballot. Mr. Backman explained they need to take a vote of whether to recommend the warrant articles. They may want to do it at the next meeting once Mr. Trainque has the numbers.

Mr. Caporale asked if it has to go to legal. Mr. Backman had a meeting with Mr. Mulholland today. It will have to go to bond council which will run them about \$5,000-7,000; they will add that into the final costs.

Mr. Trainque sent an email to Mr. Mulholland to find out if there were any other significant warrant articles coming for this March which could be competitive or problematic for the pump station. Mr. Mulholland wasn't aware of anything at this point.

Mr. Backman asked Mr. Trainque if he has started on the pre-application for the grant funding. Mr. Trainque stated he hadn't because a couple of weeks ago they weren't sure if this was going to go through or not. The next round of pre-applications will be going again next May. He thinks they can submit an application at any time. They theoretically already have approval for the bond. If it doesn't pass the town meeting there may be no point in doing it anyway.

Mr. Trainque explained they will have to work with the property owners concurrently with the bond article. Mr. Anderson asked if the warrant article will say anything about bonds. Mr. Trainque stated it says it will be funded. He thinks it may be eligible for some forgiveness of the bond. Mr. Caporale thinks Mr. Anderson was trying to get it so it would be more appealing to the residents.

HTA will be starting the headworks loading study. Mr. Trainque thinks they need to decide what the parameters will be sampled and analyzed for the study. Mrs. Chomas asked to have HTA reach out to her.

Mr. Trainque stated John Jackman sent the draft of the sewer easement for Lot 111-01 to the property owner. They had a couple of questions but are fine with it. Mr. Backman would like to get it by Monday, if possible.

Mr. Backman asked Mr. Trainque if he has discussed West Street with Dana Clement. Mr. Trainque has spoken to Dana; however, he has had issues finding the records. He explained one of the biggest issues was what basis to be used for cost sharing. He believes it should be a straight percentage. He stated the other question is what the reimbursement back to the property owners is.

Mr. Caporale stated the holdup is which way they are going to be reimbursed and asked who should be making the call. Mr. Trainque believes the Commission should make the call. Mr. Caporale stated because it is a limited number it is not going much farther than where it is. He thinks the best way is to go by percentage between the two. Mr. Trainque explained they would be writing the property owners an agreement. He stated they also have to determine how long this has to go on for. Mr. Caporale believes they gave them a waiver. Mr. Backman will look into as he doesn't believe they gave the property owners a waiver.

Mr. Trainque stated the useful life of a septic system is fifteen years. Mr. Caporale suggested they do it for as long as the current owner owns the home. Mr. McNamara stated Water Works has a limited time. Mr. Trainque suggested not going beyond 15 or 20 years. Mr. Caporale suggested getting it on the agreement for 15 to 20 years with a mathematical equation and then their obligation with the property owners will be done.

Mr. Backman will check the records because he doesn't believe the Sewer Commission has the authority to make the waiver. Mr. Caporale stated the property owners came to a public meeting and that was their main concern. Mr. Backman stated there is a law pre-1985 which says they have to hook up. He stated there are no waivers in the property files. Mr. Caporale stated they need to find out if they gave them the wrong information. Mr. Backman stated it may be difficult to find out when the septic system was put in. Mrs. Chomas believes the town hall will have some type of record. There was further discussion of obtaining records of the septic systems in the properties.

Motion. Mr. Anderson made a motion to give Mr. Trainque a task order to write up a draft agreement between the two properties on West Street. Mr. McNamara seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

### **Meet with Peter Boettcher**

Mr. Boettcher stated the stainless steel container is still sitting outside. He contacted the company and they have been busy so there has been a bit of a delay. He stated they are looking at different types of screens. He explained once they get the numbers they will need to look at the construction price and put together a packet for the Commission to look at.

Mr. Boettcher stated he has been working with the Vaughn pumps to get some flow meters running. They are trying to change it so the flow meters will work all the time. He explained they are going to put a ten inch plate inside and are testing it to see if it works the way they want to. It will take a little bit of time to test it out.

Mr. Boettcher stated they are getting materials through the pumps which shouldn't be going through so they are addressing that.

Mr. Anderson asked about the air relief valves on the Vaughn pumps. Mr. Boettcher stated they got permission to change them to automatic valves. They are working on it right now; it requires programing and wiring.

Mrs. Chomas asked Mr. Boettcher if he wanted to show the Commissioners where it is going. Mr. Boettcher didn't think they needed to see where it is going. He thinks it is an idea which will solve the problem and get them to the next generation. Mr. Backman thinks these two changes will wrap up this whole thing.

Mr. Boettcher stated they might be able to get some free computer equipment to help with these projects.

### **OLD BUSINESS**

#### **Discuss sewer outfall**

Mrs. Chomas stated it is a twofold system they need to discuss. There are videos which they took and will be archived. She would like to put one of them on the website for the public to see. She would also like to ask permission to do a sign to say "Allentown Waste Water Facility Outfall" and to make the pathway eight feet wide. Mr. Backman suggested they don't do anything like that until they have an easement. Mr. Boettcher stated they should have an easement going from the shoreline out eight to ten feet. Mr. Backman doesn't want to cut down trees unless they have something in writing.

Mrs. Chomas explained in order to see the manhole she needs to cut trees. She explained she is not looking to cut trees that are ten inch diameter. Mr. McNamara suggested they opening a dialog with the new owner.

Mr. McNamara would like to replace the sign. He thinks they need to discuss rather or not they need to replace the buoy. Mrs. Chomas stated there used to be a buoy on there. Mr. McNamara stated they need to be granted permission to put the buoy out there. Mr. Trainque believes they can get a permit by notification for the brush clearing. Mr. Backman stated the outfall looks very good.

Mrs. Chomas stated the dye test went off very well.

**Discuss boat ramp.**

Mrs. Chomas stated there is a sign down at the boat ramp saying not to launch the boat but people still launch. Mr. Anderson explained Mr. Pelissier informed them that the grant is still available and they would like to do the ramp, but need to know how much it will cost. Mr. Boettcher showed the Commissioners a map of where they can and cannot build the boat ramp. The whole project was expected to cost \$30,000. Mr. Anderson stated, Mr. Pelissier wants to know if the Commission supports Mr. Pelissier in seeking grant funds to do the boat ramp.

Mr. Backman suggested they get a preliminary design from Mr. Pelissier. Mr. Anderson stated he has one. Mr. Anderson will get a drawing from Mr. Pelissier.

**NEW BUSINESS:**

**Review warrant article for grant funding.**

Mr. Backman stated this was for the Asset Management warrant article. Mr. Trainque explained there is a second warrant article which is going in next year. There is a pre-application which was approved. Mr. Backman stated as some point the Commission needs to vote to recommend it. He stated they can do it tonight if they want but they still have the other one to do next week.

Motion. Mr. Caporale made a motion to recommend the grant funding warrant article go on the ballot. Mr. McNamara seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

**Discuss insurance invoice.**

Mr. Caporale stated they need to table this as they are waiting on information.

**Review letter from Pembroke Water Works**

Mr. Backman explained Pembroke is going to be replacing some software to get the water meter readings. They will be billing the Sewer Commission for their water meter readings they use to calculate the Sewer user invoice. This is to start in 2017. Mr. Caporale stated they didn't agree to this. Mr. Backman doesn't think they can do anything about it.

Mr. Caporale asked why they are changing things to include a fee. Mr. Backman believes they are looking for the new software fee to be offset by both Allenstown and Pembroke. Mr. Caporale doesn't understand why they have to pay for something they were getting for free.

Mr. Backman stated the startup fee for 2017 will be \$2,859.60 and then starting in 2018 the annual fee will be \$500. Mr. Caporale understands paying for the data fee each year but doesn't understand why they have to pay for a startup fee. Mrs. Chomas volunteered to ask why they are being charged for the startup fee. There was further discussion of the Pembroke Water Works fees.

**Any new business as necessary.**

Mr. Backman spoke to the government banking representative at TD Bank regarding a check scanner to automate the deposit process. He thinks there was a fee in the past but doesn't think there will be a fee now. He wanted feedback from the Commission regarding getting the check scanner and the deposits. The Commission gave Mr. Backman permission to get the scanner.

Mr. Backman also wanted to discuss a Social Media Policy. The town has a Social Media Policy and he thinks it is something they need. Mrs. Chomas believes it prevents people from discussing work related issues that may or may not have an impact when they return to work. Mr. Backman stated they will change the policy to include the Sewer in there.

Mrs. Chomas explained the policy will cover things such as people not being allowed to go home and post something online about how a coworker looks or behaved today. Mr. McNamara asked if it prohibits the usage of Social Media in the work place while employees are on the clock. Mr. Backman explained the usage of Social Media has to be approved by a supervisor. He will forward a copy of the town's social media policy. Mr. Boettcher thinks the employees should give their opinion before the policy is passed. Mr. Caporale stated they need to set it in place because it is for the betterment of the Sewer Department. Mr. Backman will notify the employees that the Commission is looking at adopting the Social Media Policy.

Motion. Mr. McNamara made a motion to recess for five minutes. Mr. Caporale seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

Motion. Mr. Anderson made a motion to come back from recess at 5:36pm. Mr. McNamara seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

**CORRESPONDENCE & OTHER BUSINESS:**

**Non-public session under RSA 91-A:3 II (a).**

Motion. Mr. Anderson made a motion to go into non-public session under RSA 91-A:3,II (a) at 5:37pm. Mr. Caporale seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

Motion. Mr. Anderson made a motion to go back into public session at 6:27pm. Mr. Caporale seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

Motion. Mr. Anderson made a motion to seal the previous non-public minutes. Mr. Caporale seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

Motion. Mr. Anderson made a motion to adjourn. Mr. Caporale seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

Mr. Anderson declared the meeting adjourned at 6:30pm.

---

TOWN OF ALLENSTOWN  
SEWER COMMISSION  
PUBLIC MEETING MINUTES

August 2, 2016


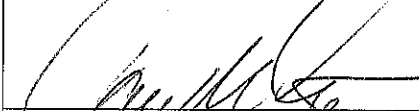
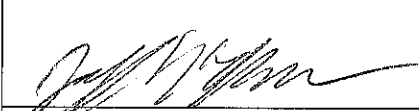
---

**Signature Page**

<b>Original Approval:</b>	
LARRY ANDERSON, Member	DATE
CARL CAPORALE, Member	DATE
JEFFREY MCNAMARA, Member	DATE



**Amendment Approvals:**

<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
		8-16-16
	LARRY ANDERSON, Member	DATE
		8-16-16
CARL CAPORALE, Member	DATE	
	8-16-16	
JEFFREY MCNAMARA, Member	DATE	