

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

**DATE:** August 30, 2016  
**PLACE:** Allenstown Wastewater  
Treatment Facility  
35 Canal Street  
**TIME:** 4:00 PM

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

**Call to Order.**

The Allenstown Sewer Commission Meeting for August 30, 2016 was called to order by Mr. Anderson at 4:00p.m.

**Roll Call.**

Present on the Board: Larry Anderson; Carl Caporale; and Jeff McNamara

**Others Present**

Residents of Allenstown: Sandy McKenney

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

Other Public Officials: Jeff Backman, Superintendent and Roxanne Chomas, Assist Superintendent

**Citizens Comments**

Mrs. McKenney thanked the Commission for painting the manhole covers in the road for safety. She expressed concern with the haulers speeding on the new roads in Town (Main Street and School Street). She asked if they could do a letter or something to ask the haulers go slower. The Chair stated they can send something out to the haulers. Mr. Backman stated he would post it on the bulletin board as well.

**Meet with accountant for update on how things are going**

Mr. Angell explained he was brought in to bring the books up to date. He stated the cash reconciles very well; however, he did find some rookie mistakes. He explained there are some

transactions which debit and credit to the same account, and the retirement account had transactions entered twice. He stated he was able to reconcile the statements back to the auditor's report. He stated next they would be working on the receivables.

Mr. Angell stated they will also be working on structuring the books the way the town came up with. He stated in the long run the town will take care of some transactions for them because the town will administer the bill instead of Sewer. He stated the plan is to switch over to the new system by the end of October.

The Chair stated they voted to start with the new system as of January 1<sup>st</sup> and if there would be an issue with it. Mr. Angell stated there will not be an issue because they will make sure the QuickBooks files are accurate so they can be audited. He stated they will show an entry into the new system for November 1, 2016 and then there will be an audit trail from November 1, 2016 to year end. He stated payroll is being done in a different system so it won't affect payroll.

The Chair stated they voted to do it on the first of January. Mr. Angell stated they either want to pay for him through the time or get out from underneath him as soon as possible. The Chair stated to change it they would have to vote on it. Mr. Caporale asked Mr. Backman what his thought was. Mr. Backman stated when the Commission voted on this they were fully staffed. He stated now they want to get on the new system as soon as possible. Mrs. Chomas stated they should move forward if they are ready.

The Chair stated the next thing is to start training people. Mr. Backman explained Mrs. Baird is already started training Ms. Wallace to put in vendors and setup Accounts Payable. He stated Ms. Chaput from PD is going to train Ms. Wallace on Accounts Receivable and then Ms. Wallace will train him on all of these things. Mr. Caporale asked how Ms. Wallace feels about doing it. Mr. Backman stated Ms. Wallace feels very comfortable.

Mr. Angell stated if they don't go early it won't hurt anything. The Chair stated he would like Mr. Angell to come to them and let them know when they are ready to make the switch. Mr. Caporale suggested they motion to do the switch over if they are ready October 1, 2016. Mrs. Chomas stated the last meeting in September is September 27, 2016.

The Chair asked Mr. Angell if even after they switch over will he come back and make sure things are going smoothly. Mr. Angell stated he will make sure they transition over well.

## **UNAPPROVED MINUTES**

Motion. Mr. McNamara made a motion to approve the August 16, 2016 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.

**PROJECT UPDATES:**

**Meet with Michael Trainque.**

Mr. Trainque updated the Commission, John Jackman Has been on vacation the last few weeks, but they should be able to get in touch with him about the Asset Management.

Mr. Trainque sent Mr. Backman the final number for the pump station. Mr. Backman stated if the Commission makes a motion to recommend the \$1.6 million then he can get it to Mr. Mulholland to go on the ballot. He stated he sent Mr. Mulholland the warrant article and they were able to meet their deadline.

Motion. Mr. Caporale made a motion to put on the Warrant Article the recommended \$1.6 million for the pump station on the ballot. Mr. McNamara.

The Chair asked if the \$1.6 million allows for easements. Mr. Trainque stated he did allow for easements in the number.

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

Mr. Trainque stated there was an agreement from the owner on Reynolds Street to sign the sewer easement; however, the owner spoke with his nephew who advised him not to sign it. He suggested they set up a meeting to discuss the fact the easement is already there.

Mr. Trainque stated he sent drafts of West Street a couple of weeks ago and didn't know if there were questions. Mr. Backman asked if there will be a method for recovering the cost of the task order. Mr. Trainque stated it will. He stated he has three originals for them to sign.

**Discuss boat ramp.**

Mr. Caporale asked Mr. Trainque about the boat ramp. He explained Mr. Pelissier staked out the boat ramp and it wasn't as big as they thought. Mr. Boettcher showed Mr. Trainque where it is on the map. He asked if they would be giving up the staked area, and if it would be needed for the future of the treatment facility. Mr. Trainque stated yes they would be giving some area up per the stakes, and he didn't think it was a usable area.

Mr. Caporale asked if they can run pipes under or over the gas lines. Mr. Boettcher stated there are permissions available but they have to negotiate with the gas company. Mr. Caporale asked how deep the pipe is. Mr. Boettcher explained if they went out with a loader they would hit it. The Chair stated the gas company says there is not enough gas. Mr. Boettcher explained they want to run another line because they can't supply enough to Concord.

Mr. Caporale stated with this other thing going on it will not be a negative thing for the town. The Chair stated they are doing the lease for 30 years but if they need some of it back they can get it by paying a percentage of the grant. Mr. Boettcher stated Mr. Backman is correct if new regulations come down they will need to add facilities for more processing.

Mr. Caporale asked if they needed to expand where they would go. Mr. Backman stated it is very unlikely. Mr. Caporale stated it is not their property. Mr. Backman stated the project is not moving forward without their agreement. There was further discussion of possible future need for more land.

The Chair explained they have to wait three years to get the money for the boat ramp. Mr. Caporale suggested they use the time to figure out what additional land they may need and speak to the property owner. Mr. Boettcher stated the next permit should come soon and then it should be about four or five years before they make a change. He stated it could be 5-10 years before they do anything. He suggested it is not detrimental to the plan to do the boat ramp. Mr. Trainque agreed with Mr. Boettcher.

Mr. Caporale suggested the motion include the Town use of boat ramp meeting the conditions that if there are any changes it needs to come before the Sewer Commission, if it falls through the Commission still has say of the land and whatever part isn't used the Commission still has use of.

Motion. Mr. Caporale made a motion to authorize the Town the use of the boat ramp with the conditions discussed. 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 he sent them two quotes for LED lights. He stated one contract is for \$19,510 with a payback of 9.46 years. He stated it is a long time for a payback period. He stated to change the fixtures entirely it would be \$52,000 with a payback of 25 years. He suggested the

Commission doesn't take action on this because the payback is too long. He stated if they keep their rates low it is not worth doing.

Motion. Mr. Caporale made a motion to bury the lighting for now. 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. Boettcher stated he also sent them information on a grinder. He explained they have been having issues with the septic receiving station and burning out pumps. He stated Mr. Backman suggested putting in a grinder to protect the pumps and allow them to easily clean the station. He stated they can repurpose one of the electronic boxes they have to run the grinder. He stated they have a bid for \$9,487.00 (usually they cost about \$20,000). He stated there is some cutting they will have to do which is not included in the bid.

Motion. Mr. Caporale made a motion to approve the purchase of the grinder and do the cutting. 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. Boettcher stated he is hoping to have some prices together for the next meeting on September 13, 2016, for the headworks screen. He stated he is hoping to have everything approved by the end of October.

Mr. Boettcher stated the stainless steel can is still in Portsmouth and should be here any day. He stated they are working on rebuilding the other septage receiving dumpsters. The Chair stated they still lost money because they were down a can. Mr. Boettcher stated he will look at the numbers to see if they lost any revenues.

## **OLD BUSINESS**

### **Update on River Road paving.**

Mr. Backman stated the town has awarded a contract to Advanced Excavation to paving River Road. He stated the Town is going to be doing some of the work to raise some of the man holes and then contracting with Advanced to do the others. He explained they want remove the man holes covers and plate them for the winter, and do a binder over them, and then in the Spring bring the man holes up and then pave. He stated he told Mr. Pelissier as long as something was

in writing saying the Town will help them if they need to get in the man holes, and the sewer department had no obligation to resurface the road around the man holes, it would be okay. The

**Any old business as necessary**

Mr. Backman stated the town has revised the Social Media policy to include the Sewer Department.

Motion. Mr. McNamara made a motion to approve the Social Media Policy. 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.

**NEW BUSINESS:**

**Town of Derry Domestic Septage Agreement**

Mr. Backman stated the town of Derry is looking to make an amendment to their Domestic Septage Agreement they have with the Commission. He stated they are looking to add an additional five years to the agreement. He stated this is for the Derry residents.

Motion. Mr. McNamara made a motion to approve the Town of Derry's Domestic Septage Agreement for five more years. 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.

**Discussion of bill from Pembroke on maintenance on river crossing**

Mr. Backman stated there portion of the bill was \$27,107.40 for the removal of lead paint and repainting of the pipe. He stated they were notified of this last October. He stated they decided to transfer funds in from Capital Reserve to pay for this. He stated this will be discussed with legal tomorrow. Mr. Caporale suggested they table it until the next meeting.

Motion. Mr. Caporale made a motion to table this until the next meeting. 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 I under RSA 91-A:3 II (e).**

Motion. Mr. Anderson made a motion to go into non-public session under RSA 91-A:3 II (e) at 5:06pm. 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.

Motion. Mr. Anderson made a motion to go back into public session at 6:00pm. 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.

Motion. Mr. Caporale made a motion to seal the previous non-public minutes. 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.

**Non-Public Session II**

Motion. Mr. Anderson made a motion to go into non-public session under RSA 91-A:3 II (a) at 6:01pm. 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.

Motion. Mr. Anderson made a motion to go back into public session. 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.

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

**ADJOURN**

Motion. Mr. Anderson made a motion to adjourn. 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.

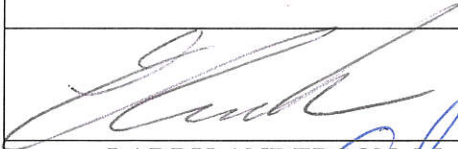
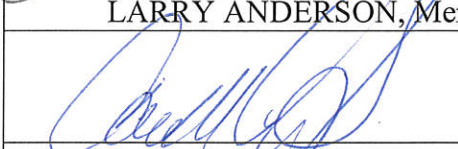

Mr. Anderson declared the meeting adjourned at 6:48pm.



TOWN OF ALLENSTOWN  
SEWER COMMISSION  
PUBLIC MEETING MINUTES

August 30, 2016

**Signature Page**

<b>Original Approval:</b>	
 LARRY ANDERSON, Member	9-13-16 DATE
 CARL CAPORALE, Member	9-13-16 DATE
 JEFFREY MCNAMARA, Member	9-13-16 DATE

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