

TOWN OF ALLENSTOWN
Sewer Commission
33 Canal Street
Allenstown, New Hampshire 03275
November 22, 2016

Call to Order.

The Allenstown Sewer Commission Meeting for November 22, 2016 was called to order by Mr. Anderson at 4:00p.m.

Roll Call.

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

Others Present

Residents of Allenstown:

Others Present: Michael Trainque, Hoyle & Tanner Associates;

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

Allenstown Staff: Shaun Mulholland, Town Administrator.

UNAPPROVED MINUTES: October 25, 2016

The Chair stated on the second to last page it should be the budget would increase by "3.10" not "3.13."

Motion. Mr. Caporale made a motion to approve the October 25, 2016 as modified. Mr. Anderson seconded the Motion. There was no additional discussion.

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

Meet with Mike Trainque for Project Updates

Mr. Trainque stated the Waste Water Asset Management Workshop is scheduled for Wednesday, November 30, 2016.

Mr. Trainque stated they met with the Board of Selectmen and Budget Committee regarding the Suncook Pump Station. He stated the public hearing will be on January 9, 2017. He asked Mr. Mulholland if they should do a PowerPoint. Mr. Mulholland suggested it be a full presentation because it is the public hearing.

Mr. Trainque stated the Budget Committee public hearing will be on January 14, 2017. Mr. Mulholland stated it is important to be there in case there are any questions. Mr. Caporale stated they asked at the Budget Committee if it appealed to them to go forward with it and about half seemed on board.

Mr. Trainque stated he has a draft letter for the property owner regarding the easement. He stated the easement already exists and the Sewer Commission is looking to record something formal.

Mrs. Chomas asked Mr. Trainque if he is going to speak with the owner of the Suncook property. Mr. Trainque stated they have met with the owner a few times and he was willing to listen and see what they were proposing.

Mr. Trainque stated he has some ideas and the framework put together for the reimbursement agreement for the residents on West Street. He stated the big issue is the mechanics of how they want to do this. He explained some of the mechanics would be how long the reimbursement term would be and when would the payments start. He stated there are many options for reimbursement such as a descending scale.

The Chair asked what the salvageable length of the pipe. Mr. Trainque stated the pipe has a useful life of 50 years and the pumps have a useful life of 20 years. Mr. Caporale suggested doing the 50 years since the pipe will last 50 years. The Chair stated he thinks they will have to get the owners involved to find out what they are looking for. Mr. Trainque stated they want to remain in control but get their input. Mr. Caporale asked if this is a conversation Mr. Trainque should have with the property owners first. Mr. Trainque stated he should have a discussion with them before bringing in the Commissioners. There was further discussion of speaking with the property owners to determine terms of reimbursement.

Mr. Trainque stated they are still waiting to hear from the judge. He stated the post trial memo was turned in November 2, 2016 and they had 60 days. He stated the attorneys will be notified right away of the decision. Mrs. Chomas asked if they suspect there will be an appeal. Mr. Caporale stated he thinks either way there will be an appeal. Mr. Trainque stated it will not only affect the user rates but the accessibility rates as well.

Mr. Backman asked where they stand with the loading study. Mr. Trainque stated he has a plan put together and they will be meeting next week.

Mrs. Chomas commended Mr. Trainque on his presentation to the Budget Committee. She stated the members were impressed, asked a lot of questions, and got a lot of information. Mr. Caporale stated they were impressed with the facility conditions. Mrs. Chomas stated they had a DES inspection today and she was impressed with the condition as well.

Mrs. Chomas stated the winter meeting for NH Waste Water Management is on December 9, 2016. She stated Mr. Backman and she would like to attend. The Chair stated he doesn't see anything wrong with them both going. Mr. Caporale stated the last two times they have both gone things have gone wrong. Mrs. Chomas stated they will go to the meeting and come back after it is over. The Chair stated he would like to go with them.

Payroll Migration Schedule with Town

Mr. Backman stated the Finance Director drafted a letter and they are going to have a staff meeting next week to go over it. Mr. Caporale asked if they are going to have the Finance Director here. Mr. Backman stated he doesn't think they need the Finance Director present. Mr. Caporale stated he can think of some employees who are going to question it. Mr. Backman stated the employees are going to be happy because they are going to get paid one day early. He stated they can handle any questions.

The Chair asked what the letter says about the Saturday, December 31, 2016. Mr. Backman explained the payroll of December 5th to 17th will be paid on December 23rd and will be the last payroll done here. He stated December 18, 2016 will be on their payroll. The Chair stated they can't do the last payroll that way. Mr. Backman stated the payroll period would be December 18, 2016 to December 31, 2017 and the first pay day will be January 5, 2017.

Mr. Backman stated he will need Form W-4s from the Commissioners. Mr. Caporale asked if he will talk to Mrs. Simmons about getting everyone a bonus. The Chair stated they should get two checks; one for payroll and one for the bonus. Mrs. Chomas stated it will be paid on December 23, 2016 which is their last pay period.

Mr. Backman stated he had a conversation with Mr. Mulholland today and they are aware of the bonuses and it needs to be done going forward.

NEW BUSINESS

Capital reserve transfer for septage dewatering container.

Mr. Caporale stated he thought they weren't going to do this one yet. Mr. Backman stated they are going to do this to cover the cost of the new septage dewatering box.

Motion. Mr. McNamara made a motion to transfer the amount of \$66,702.12 from the Septage Surplus Fund Capital Reserve to the Sewer Department checking account. 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.

Approval of Bonuses

Mr. Backman stated right now they are on schedule to make the budget. He stated the Finance Director needs to make some adjustments to the expenditure reports. Mr. Caporale stated he would like to see them corrected before they determine the bonuses. He stated the criteria had to be met and were not automatic. He stated they had to maintain the budget as well as something else, which he can't remember at the moment, before doing bonuses. Mrs. Chomas stated they will look into past documentation to see what it was.

Non-Public Session

Motion. Mr. Anderson made a motion to go into non-public under RSA 91-A;3,II(a) at 4:42pm.

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 go back into public session at 5:07pm. 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 make James Callenback and Scott Ducet full-time employees, pay them for holidays and everyone in the building gets a bonus effective Monday, November 28, 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.

Other Business

Mrs. Chomas stated they were considering having only one Commissioner's meeting a month and asked if they wanted to do it. Mr. McNamara stated they used to do it but they changed when Mr. Anderson and Mr. Caporale came on because they had a lot of things going on. Mrs. Chomas stated everything seems calm and she doesn't see why they can't meet once a month until there is an emergency.

Mrs. Chomas stated she was looking at the next meeting being on December 20, 2016. She suggested they have another meeting before the Deliberative Sessions. The Commission agreed to meet on December 20, 2016 and January 3, 2017.

Motion. Mr. Anderson made a motion to only have a Commissioner's meeting once a month starting December. 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 stated they are going to have a breakfast on December 23, 2016.

Mrs. Chomas asked if they can let the employees go early tomorrow since it is the day before Thanksgiving. Mr. Caporale stated there needs to be two people here. Mrs. Chomas stated she would like to let the 3:30pm people go at 3:00pm and the 4:30pm people go at 4:00pm. The Commission determined to let the employees leave early for the Thanksgiving holiday.

ADJOURN

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


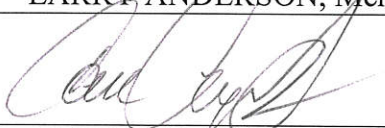
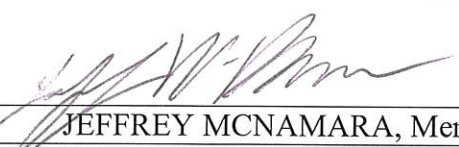
A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Caporale – Yes; and Mr. McNamara – Yes. Mr. Anderson declared the Motion passed.

Mr. Anderson declared the meeting adjourned at 5:25pm.

TOWN OF ALLENSTOWN
SEWER COMMISSION
PUBLIC MEETING MINUTES

November 22, 2016

Signature Page

Original Approval:	
 LARRY ANDERSON, Member	12-20-16 DATE
 CARL CAPORALE, Member	12-20-16 DATE
 JEFFREY MCNAMARA, Member	12-20-16 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	LARRY ANDERSON, Member	DATE
	CARL CAPORALE, Member	DATE
	JEFFREY MCNAMARA, Member	DATE