

TOWN OF ALLENSTOWN  
Sewer Commission  
33 Canal Street  
Allenstown, New Hampshire 03275  
November 29, 2016

**Call to Order.**

The Allenstown Sewer Commission Meeting for November 29, 2016 was called to order by Mr. Anderson at 4:00p.m.

**Roll Call.**

Present on the Board: Larry Anderson and Carl Caporale.

Excused: Jeff McNamara

**Others Present**

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

Allenstown Staff: Shaun Mulholland, Town Administrator.

**Discuss increasing 2016 budget to pay for completion of mixing project.**

The Chair explained they need to vote to change the bottom line of the budget by the two amounts. He asked if they can do one motion or if they have to do two motions. Mr. Mulholland stated they can do one motion but they need to include which budget line they are putting the money into.

Mr. Backman stated the money was already spent from a QuickBooks budget account. Mr. Mulholland stated where it is being spent out of now is the one they want to include. Mr. Caporale stated the budget they are going to change was already approved by the voters last year. Mr. Mulholland explained it is why they have to act on the record.

The Chair stated he has been doing this for several years and have never had to do this. He stated on the budget side they have to show it is being spent. The Chair asked if it has ever been done at the Town Hall. Mr. Mulholland stated they have done it; he had to do it once when he took over as Police Chief.

Motion. Mr. Caporale made a motion to increase the 2016 budget by line Purchase of Machinery by \$175,000 from the Septic Surplus fund with the accounting line 20.4326.57.741 and a split of 80% Septage and 20% Plant. 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.

Motion. Mr. Caporale made a motion to increase the Purchase of Machinery line 20.4326.57.741 by \$210,000 representing a purchase of new mixing equipment with a split of 80% Septage and 20% Plant.

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

**Discuss email regarding signatures for Change Card**

Mr. Caporale stated he has the email which was sent to Mr. Backman to have the Commissioners sign a change card. He asked what tax ID number they are using. Mr. Mulholland stated right now they have two tax ID numbers; the Town's and the Sewer's. He stated they need to send out two sets of IRS reconciliations. He stated all the payroll is going to be on the Town's which means they only have to send out one.

Mr. Caporale asked what the reason was they have two tax ID numbers. Mr. Mulholland stated a few years ago they [Sewer Commission] went and got their own number. Mr. Caporale stated it would have been in the last nine years. Mr. Mulholland stated the former Business Manager came to him about having a separate number, and he gave her information about how to get a separate tax ID number. Mr. Caporale asked if they can find out why they did this. Mr. Backman stated he can email Mr. Clement about it. Mr. Caporale stated they would have done it for a reason. Mr. Mulholland stated the Town wasn't managing their tax returns and related documents which means they didn't have authorization to use the Town's tax ID number. Mr. Caporale suggested holding off on it until they find out about the tax ID number.

Mr. Caporale asked about the signature cards. The Chair stated they did signature cards at the bank too. Mr. Mulholland stated he has to redo them all with the Selectmen, too.

Mr. Caporale asked what the consequence is if they don't want to use the Town tax ID. Mr. Mulholland stated they would have to do extra work because they would have to submit both town and sewer numbers. He stated it makes sense they would have their own number in regards to the payroll and billing.

Mr. Caporale asked if there was any penalty for getting rid of their number. Mr. Mulholland stated there isn't but they will want to clear out the year first.

Mr. Caporale stated one of the issues with the accounting conversion, was there were some shut offs and Mrs. Chomas has some notes. Mrs. Chomas stated it is the bumps and bruises of transition. She stated one issue was the Waste Management being put in the system late and then going out late, but it got cleared up. She stated another issue was Comcast invoices sent to the former Business Manager's gmail account, so the Sewer Department wasn't getting them. She stated the other issue was the credit card, and apparently the Sewer Departments payment was applied to the Town's credit card account. She stated they had an issue with Liberty Utilities sending a disconnect notice, but when she called they did confirm a payment was made.

Mr. Mulholland stated the Town pays bills every single week and they are net term 30 days. He stated with the payments being issued every week they should not be having an issue of getting shut off. Mrs. Chomas stated there was a lag in the beginning because there was a piece missing with getting everything over to the purchase order. She stated she can't see where the money is at any point in time like she used to. Mr. Mulholland stated the Department Heads don't see it either and if there is an issue, it should be forwarded to the Town Hall to see what is going on.

Mr. Caporale asked whose information they should be giving out. Mr. Mulholland stated they should be calling Mrs. Wallace and then if there is a problem Mrs. Wallace, can call Mrs. Simmons to find out what is going on.

Mr. Mulholland asked who goes in and monitors the credit card electronically. Mrs. Chomas stated Mr. Backman does. Mr. Mulholland stated they have two choices; they can continue the way they are with the credit cards or they can go on the town's account. He stated the Town Hall monitors the credit card on a regular basis.

Mr. Caporale asked, if the commission doesn't sign the purchase order manifest electronically, will it hold off the process of paying bills. Mr. Mulholland stated they will pay the bills. He explained when they have two sign off electronically, then they pay the bill electronically. Mr. Mulholland stated there is an issue with Mr. McNamara reviewing the bills. He stated Mr. McNamara has to review it before it is processed.

Mr. Backman stated he didn't know when he was supposed to go in and review it. He suggested they wait for him to review it before they sign off on it. Mr. Caporale asked how the new communication system works for him and can they notify him.

The Chair asked if they can set the manifest up so it doesn't come to the Sewer Commission until Mr. Backman looks at it. Mr. Mulholland stated no because it is a master system. He

stated Mrs. Baird calls over and asks them if they are all set but it doesn't mean Mr. Backman has seen it yet. Mr. Caporale asked why they don't get an electronic manifest. Mr. Mulholland stated they could but it is difficult to do. Mrs. Chomas stated if there is something the Commissioners are looking at isn't officially going to be paid yet.

Mr. Mulholland suggested they want to rely on Mr. Backman to make sure it is right because if they did the electric manifest they could accidentally move something. Mrs. Chomas stated she has messed it up very easily.

The Chair stated once they get it in their email Mr. Backman has already reviewed it. Mr. Mulholland stated yes. He suggested they sit down with Mr. Backman to see how he reviews it.

Mr. Caporale clarified the process, Mrs. Wallace enters the bill, Mrs. Baird batches it and sends it out, its approved by Mr. Backman, then it goes to Mr. Mulholland or Mrs. Simmons, and then to the Board of Selectmen for signature. Mr. Mulholland stated he has to have two signatures before Mrs. Baird prints out the checks. He stated the checks go in the mail right away. He stated if it is an electronic batch, Mrs. Simmons has to manipulate the batch and then send it to the bank.

Mr. Caporale asked if every week a check is being issued for what Mrs. Wallace put in for the previous week. Mrs. Wallace stated each invoice has a check issued. Mr. Caporale asked if there has been an issue with the weekly run. Mrs. Wallace stated only the miscommunication with Mrs. Baird and then Mr. Backman gets left out of the loop. Mr. Mulholland stated they should be careful because he doesn't know the Sewer budget like Mr. Backman does.

Mr. Caporale asked if Mr. Backman isn't getting the email or getting it late. Mrs. Wallace stated there is no email; they set up text. Mr. Backman stated texts are better for him because he doesn't always see his emails right away. Mr. Caporale asked if Mr. Backman has a backup. Mr. Mulholland stated if the text goes to Mr. Backman and he doesn't respond they are going to ask about it and will suspend the Sewer bills so the Town can get their bills out.

Mrs. Chomas asked what if Mr. Backman is out of the office. Mr. Mulholland stated Mr. Backman needs to text Mrs. Chomas and have her review it.

Mr. Caporale asked if there is something Ms. Wallace needs access to for deposits. Ms. Wallace stated she got the banking access, so she can deposit checks into Tyler. Mr. Mulholland stated they should be doing it at the Town Hall. He stated all Ms. Wallace should have to worry about only about sewer and hauler payments, all other checks for permits and miscellaneous revenue can be deposited by Town Hall.

Mr. Mulholland suggested the four of them discuss check deposits. Mr. Backman stated it seems like it was a burden for them to bring things up to Town Hall, and increase Town Halls work load. Mr. Mulholland stated he doesn't care and it is what they are paid for.

Ms. Wallace asked if she could email scanned copies of the checks. Mr. Mulholland stated they need a slip to tell them what line the money gets deposited to. Ms. Wallace stated she wants to be able to reconcile like she used to. Mr. Mulholland stated they all need to sit down and decide what they are going to do. Ms. Wallace further explained issues she is having with not having backup for deposits.

Mr. Mulholland stated for the credit cards, it doesn't matter if they want to put their people on the Town credit card or not. Mr. Caporale stated they should hold off it for now.

Mr. Mulholland stated he spoke with Mrs. Simmons regarding the electric account. He stated she wants to get one bill for all of the departments and then they charge it to each department. He stated they are not going to do it now because they have the key card system.

Ms. Wallace showed the Commission what the deposit summary from QuickBooks looked like and how it reconciled with the other software and payments received. Mr. Mulholland asked if they are still reconciling who has paid and who hasn't. Ms. Wallace stated they have a run list of who has and hasn't paid.

Mr. Mulholland asked who is reconciling the credit card account. Ms. Wallace stated Mr. Angel reconciled it last month. Mrs. Chomas asked Ms. Wallace if she is verifying the receipts. Ms. Wallace stated she verifies all of the transactions and keeps receipts, order confirmations, or packing slips.

Mr. Caporale asked if they could have Ms. Wallace at the meetings so they can discuss what's going on. Mr. Mulholland stated those things should be dealt with at the staff level. He should only be coming to the Commission or Selectmen if there is a major policy to address.

Mr. Caporale expressed concern for the Commissioners thinking different things are going on. Ms. Wallace stated she will investigate things if there is an issue before going to Mrs. Simmons.

Mr. Mulholland stated if there is an issue with any of the Town Hall staff to call him. Ms. Wallace stated sometimes the Town Hall staff gives suggestions which sound like it is the way things are going to be. Mr. Caporale stated he thinks it is a wording issue. Mr. Mulholland stated those kinds of things should be fixed by the staff. Mr. Mulholland stated there is a chain of command if someone tells them something which is not right they can call him about it.

Mr. Caporale asked if there are any questions they have while they are all here. Ms. Wallace stated she is taking every problem as a bump and bruise to get to where they want to be. Mr. Mulholland stated they have the year rollover to deal with. He stated if they choose to do encumbrances they will want to do them on December 20, 2016. Mr. Backman stated he is not sure if they are going to do any or just move the surplus into capital reserve. There was further discussion of working together with the Town Hall to get the transition done and tracking payments.

Mr. Backman asked how the transfers show up in the expenditure report. Mr. Mulholland stated they will see the change in the line. He stated there is the encumbrance line when they do the purchase order. Mr. Backman stated he is trying to understand a purchase which was done in QuickBooks back in March will show up. Mr. Mulholland stated they don't have any detail for it so they will only see an increase for the expenditures.

Mr. Caporale asked if it will be noted somewhere in the system of what it was to offset. Mr. Mulholland stated the revenue will come in from the Capital Reserve Fund. He stated at the same time the budget will increase by the amount.

Mr. Backman expressed concern about their close out at the end of the year. He stated they have to look at the plant budget and determine if Pembroke has over paid or under paid. He stated they are increasing what Pembroke would have had to pay by putting transfers into the Plant line. He stated he thinks they should have put it in the Hauler line. As the projects completed at the plant were not intended to increase Pembroke's Sewer fees.

Motion. Mr. Caporale made a motion to amend the first motion and remove the split of 80% Septage and 20% Plant and keep it all 100% into line 20.4326.57.741. 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.

Motion. Mr. Caporale made a motion to amend the second motion and remove the split of 80% Septage and 20% Plant and keep it all 100% into line 20.4326.57.741. 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.

Mr. Mulholland stated going forward when they make the motions they need to send him the information and then when the minutes are done forward those to him for backup documentation. By doing it this way, people can see where the money came from when the budget is increased.

Mr. Caporale asked Mr. Mulholland if he had any other pointers for their first year end close. Mr. Mulholland stated there will be some rollover issues but Mrs. Simmons will be dealing with most of it. He stated they aren't required to do the encumbrances but it is cleaner should they choose to do so. Mr. Backman stated there are a couple of things they may want to encumber. Mr. Caporale stated Mr. Backman may needs some guidance on how to do it.

Mr. Caporale stated he thinks all the major accounting things are worked out. Mr. Mulholland stated if they want to add on all those other things they can, but it is up to them. Mrs. Chomas stated Mr. Backman has done a lot this year and commended him for it. Mr. Mulholland stated he has told people how far the Sewer has come in terms of accountability.

Mr. Caporale asked what the threshold is on gifts received. Mr. Mulholland stated it has to be reported and the limit is fifty dollars.

## **ADJOURN**

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


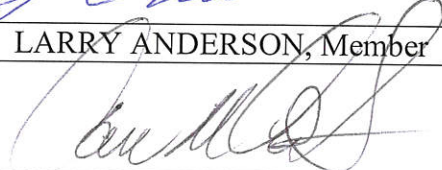
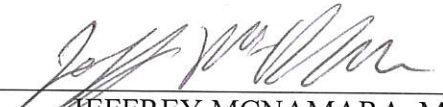
A Roll Call Vote was taken: Mr. Anderson – Yes and Mr. Caporale – Yes. Mr. Anderson declared the Motion passed.

Mr. Anderson declared the meeting adjourned at 5:20pm.

TOWN OF ALLENSTOWN  
SEWER COMMISSION  
PUBLIC MEETING MINUTES

November 29, 2016

**Signature Page**

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