



Allenstown Sewer Commission

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TOWN OF ALLENSTOWN
Sewer Commission
35 Canal Street
Allenstown, NH 03275
December 10, 2019 Meeting

CALL TO ORDER

The Allenstown Sewer Commission meeting of December 10, 2019 was called to order by Chair Chad Pelissier at 3:10 p.m.

ROLL CALL

Present on the Board: Jim Rodger, Carl Caporale, Chad Pelissier

Others present: Jeff Backman, Superintendent; Roxanna Chomas, Assistant Superintendent; Jaye Wallace, Administrative Assistant

PLEDGE OF ALLEGIANCE

Mr. Caporale led the Pledge of Allegiance.

APPOINTMENTS

➤ **Jaye Wallace, 2019 Sewer Lien List**

Ms. Wallace presented the 2019 Sewer Lien Warrant in the amount of \$22,370.17. She said only the bill amounts are listed; no legal fees and no late fees.

Mr. Caporale made a motion to accept the 2019 Sewer Lien list presented by Ms. Wallace. Mr. Rodger seconded the motion.

Ms. Wallace said that everyone on the list received a third quarter bill and a warning about the impending lien. The list will be sent to the Town Clerk/Tax Collector.

Mr. Backman said that the Town will take over to collect these monies and will pay us. He said this could be done quarterly, but they do it annually to coincide with the property tax lien placements.

Ms. Chomas noted that the amount is less than last year.

Mr. Backman said that the Sewer Department will not collect on these. Customers will be sent to Town Hall and checks in the mail will be returned. If payment is made on line, the amount will be abated.

Ms. Chomas said that they will get a check from the Town in February.

Chair Pelissier called for a roll call vote on the motion to accept the Sewer Lien Warrant.

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

The motion carried unanimously.

UNAPPROVED MINUTES

Mr. Rodger made a motion to approve the minutes of the November 19, 2019 meeting. Mr. Caporale seconded the motion.

A roll call vote was taken.

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

The motion carried unanimously.

NEW BUSINESS

➤ Review sewer billing adjustment journal

Mr. Backman reported the crediting of two accounts which were double-charged by Pembroke Water Works in error, plus interest fees and a final administration fee.

Mr. Caporale made a motion to approve the sewer billing adjustment journal dated November 30, 2019.

Mr. Rodger seconded the motion.

A roll call vote was taken.

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

The motion carried unanimously.

➤ Review hauler billing report

Mr. Caporale stated that revenue is up \$6,000.

Mr. Caporale made a motion to approve the hauler billing report. Mr. Rodger seconded the motion.

A roll call vote was taken.

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

The motion carried unanimously.

CORRESPONDENCE & OTHER BUSINESS

Ms. Chomas said they might consider a fifth bay.

Mr. Backman said the system is working as it is. He said that Mr. Lemire signed the easement agreement yesterday.

Mr. Caporale asked about progress on the other ones.

Mr. Backman said that Ms. Somers has had some time off and they haven't had a response from her yet. He reported that they have received the fifth stainless steel can. He said some work still needs to be done on the box before it can be used, so they have not paid the invoice yet. He stated that the lining on Al's Avenue will be done from the 17th to the 19th of December. This is 750 feet of pipe lining. The residents have been notified and advised to conserve water during the day. The notice also addressed the possibility of odors. Regarding the issue on Chester Turnpike, he said the original plan was to connect building B and the Daycare to one central pumping station. The DES had some comments and the plan didn't go through. They redid the connection to B.

Chair Pelissier asked about the grease trap inspections.

Ms. Chomas said she will be doing the inspections this month. There are 18 traps to be checked. She said these meetings are intended to be educational. Because there is a strong odor when a grease trap is opened, she will not visit during mealtimes at the schools or restaurants. She will take pictures for the property files. She said she has visited the Senior Center once and will go back and perhaps speak with someone at the Highway Department.

Mr. Backman said this is the responsibility of the Town Administrator.

Ms. Chomas said she will provide those she visits with a list of companies who will clean grease traps.

Mr. Backman said the Sewer Use Ordinance requires grease traps, but the Sewer Department has no enforcement authority. He has spoke with Brian Arsenault, the new Code Enforcement Officer, who has experience with grease traps from his work in a larger community.

Ms. Chomas reported that she has been updating the SDS.

Mr. Backman said that Preston Tuthill has completed his six-month probationary period and is doing a great job. He said he would like to give Mr. Tuthill a raise of fifty cents (\$0.50) per hour.

Chair Pelissier reported that the consensus of the Commissioners is to approve the raise.

Mr. Caporale asked how long Mr. Tuthill might want to work.

Mr. Backman said it would be two to three years.

Ms. Chomas noted that the employees work together and learn from one another.

Mr. Backman said that the Budget Committee requested an action plan for retention. He sent a letter requesting information, but has not yet had a response.

Mr. Rodger said that it was a weird request.

Chair Pelissier said the Budget Committee has been asking all departments about wages and retention, perhaps because last year the School Department said they might lose some part-time teachers because they could not offer them full-time positions.

Ms. Chomas said she invited members of the Budget Committee to attend her tour; only Selectboard Member Maureen Higham, who is on the Budget Committee, attended. Ms. Chomas said things are going well. She thanked the Commissioners for their support. She said they have had a good year and that Mr. Backman always does an outstanding job.

Mr. Backman said he definitely wants to work on instrumentation in 2020. He said he is not pursuing the purchase of new presses.

Chair Pelissier said that sometimes longevity is not there with new products.

Mr. Pelissier said he would like to do pipe lining on Theodore Avenue next year, and he would like to raise the covers on Lafayette, Meadow and Heritage.

Mr. Caporale made a motion to adjourn at 3:45 pm. Mr. Rodger seconded the motion.
A roll call vote was taken.

Mr. Rodger: Aye

Mr. Caporale: Aye

Mr. Pelissier: Aye

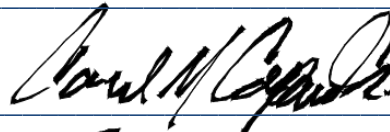
The motion carried unanimously, and the meeting was adjourned.

Document Approval
Allenstown Sewer Commission

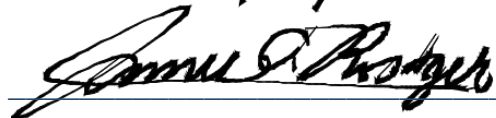
Chad Pelissier, Chairperson



Carl Caporale, Commissioner



James Rodger, Commissioner



Signature Certificate

 Document Reference: MG2XT6JJP2DWH3ZJCWDJGA

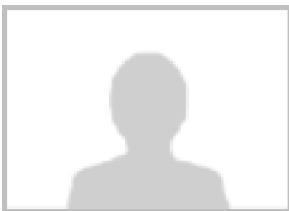


James Rodger
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de1121c73c247bda9d1b01e647d5c41fec6460f1



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9da66bfcf7dcd424d4696e73240cd6bdda54329a



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5943bd7647663bf03796103a38e5cd3e9f5bb600



Timestamp

2020-02-04 12:51:57 -0800
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2020-01-27 07:41:25 -0800
2020-01-17 18:29:43 -0800
2020-01-17 18:29:32 -0800
2020-01-14 10:31:00 -0800
2020-01-14 10:30:53 -0800

Audit

All parties have signed document. Signed copies sent to: James Rodger, Carl Caporale, Chad Pelissier, and Jeff Backman.
Document signed by Chad Pelissier (cpelissier@allenstownnh.gov) with drawn signature. - 73.100.152.163
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