



**TOWN OF ALLENSTOWN**  
**Sewer Commission**  
**35 Canal Street**  
**Allenstown, NH 03275**  
**October 17, 2023**

• **CALL TO ORDER**

The Allenstown Sewer Commissioner meeting of October 17, 2023 was called to order by Chair Turcotte at 11:00 am.

• **ROLL CALL**

Present on the Board: Jim Rodger, Commissioner, Alan Turcotte, Chair Commissioner.

Present from the audience: Jeff Backman, Superintendent, Mike Trainque, Engineer, Russell McMahon, Operations Foreman, Paulette Malo Pembroke Sewer Department.

• **Pledge of Allegiance**

Commissioner Turcotte called for the Pledge of Allegiance.

• **Consent Agenda**

Chair Turcotte asked for a motion to approve the September 2023 ASC Minutes, September 2023 Sewer Adjustment Journal, September 2023 Hauler Invoice Summary Report and the 3<sup>rd</sup> Quarter 2023 Sewer Billing Register. Commissioner Rodger motions to approve said consent agenda. Chair Turcotte seconds the motion. Chair Turcotte asks for a roll call. Motion passes unanimously Consent Agenda approved.

• **Meeting with appointments/consultants**

Michael Trainque, Engineer

Mr. Trainque updated the board on the progress of the Clarifier Project. He stated that he got comments back from NHDES on the basis of design report. He stated that he did solicit for proposals for a laser survey for the pump room and explained the process of this. He stated that he has received two proposals for that and reviewed them with the board. Mr. Trainque answered the boards questions regarding these updates. Mr. Backman presented the drawings for the board's review, along with Mr. Trainque's summary description of the drawings. Mr. Trainque reviewed the drawings and answered the board's questions. Mr. Backman stated that he will be submitting an electronic copy of the drawings to Pembroke Sewer Department for their reference.

**OLD BUSINESS**

• **IMA**

Mr. Backman discussed the meetings held with the Technical Review Committee and has not received the draft back to date. Once the draft is received and the Allenstown Technical Review Committee

agrees with it, it can be distributed all Commissioners. Ms. Malo expressed concern regarding the delay as projects in Pembroke are on hold. Mr. Backman assured Ms. Malo that the process is going as fast as it can.

- **Discuss Pembroke flow request**

Ms. Malo stated that Pembroke Sewer is requesting enough flow so they can get three of their projects going that have been on hold for two years (plus). The request is for 35,000 to 50,000 gallons of flow to be purchased now, before the IMA is completed. She reiterated that the Pembroke Sewer Department does intend to sign an IMA once complete. She stated there are developers whom are losing patience. Mr. Backman stated that this is a decision that is made by the Sewer Commission. It is not recommended by the Technical Review Committee. Mr. Backman states he is impartial but ultimately up to the Commission. No motions made. No motions passed.

- **Cub Cadet Mower Bids**

Mr. Backman unsealed the two bids for the Cub Cadet mower bids. First bid was from James Boisvert, 4 Howe Street, Allenstown, NH for the amount of \$200.00. Second bid was from Alan Turcotte of 3 High Ridge Trail, Allenstown, NH in the amount of \$326.00. Alan Turcotte has won the bid and was given instruction on how to retrieve his mower. Commissioner Rodger motions to accept the bid for the Cub Cadet mower. Chair Turcotte seconded the motion. Roll Call. Motion passes unanimously.

- **Any other old business as necessary**

Mr. McMahon stated that Hooksett Paving has not completed the Canal St manhole yet. Mr. Backman elaborated on the details of this issue and kept the board apprised of the issues and progress and answered the board's questions. No motions made. No motions passed.

Mr. Backman informed the board of an invite to the Grand Opening for Optimus, which is the new assisted living facility on October 26, 2023 between 4pm – 7pm. They request an RSVP. Mr. Backman asked if the board will be attending, and if they would like him to RSVP on their behalf. Mr. Backman stated that he will RSVP on behalf of the board and needed to know by October 22, 2023.

## **New Business**

- **Discuss budget calendar-schedule meeting for October 24, 2023**

Superintendent Backman presented a draft of the 2024 budget and overviewed with the board and answered the board's questions. He proposed an increase of 1.2% increase from last year. No motions made. Superintendent Backman asked to for a meeting on October 24<sup>th</sup> or October 30<sup>th</sup> to approve the finalized budget numbers. It was decided to hold a meeting for October 24, 2023 at 11:00 am.

## **Correspondence and other business**

- **Review Sewer Commission meetings calendar (November 28,2023 at 11:00 am)**
- **Motion to Adjourn**

Commissioner Rodger motions to adjourn. Chair Turcotte seconds the motion. Roll call. Meeting adjourned at 11:48 am.

*Alan Turcotte*

*Jim Rodger*

*David Bouffard*

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**12 / 22 / 2023**  
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**12 / 23 / 2023**  
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