



TOWN OF ALLENSTOWN
Sewer Commission
35 Canal Street
Allenstown, NH 03275
December 12, 2023

CALL TO ORDER

The Allenstown Sewer Commissioner meeting of December 12, 2023 was called to order by Chair Turcotte at 11:02 am.

ROLL CALL

Present on the Board: David Bouffard, Commissioner, Alan Turcotte, Chairperson Commissioner (Commissioner Rodger absent)

Present from the audience: Jeff Backman, Superintendent, Russell McMahon, Operations Foreman, Jaye Wallace, Administrative Assistant, Michael Trainque, Engineer (delayed entrance via Zoom)

Pledge of Allegiance

Commissioner Turcotte called for the Pledge of Allegiance.

CONSENT AGENDA

Commissioner Bouffard motions to accept the October 2023 ASC Meeting Minutes, October 24, 2023 ASC Meeting Minutes, October 2023 Sewer Adjustment Journal, October 2023 Hauler Invoice Summary Report, November 2023 Sewer Adjustment Journal, November 2023 Hauler Invoice Summary Report as read. Chairperson Turcotte seconds the motion. Roll Call. Motion passes.

MEET WITH APPOINTMENTS/CONSULTANTS

- **Jaye Wallace 2023 unpaid sewer balances**

Jaye Wallace presented the 2023 Sewer Warrant draft in the amount of \$38,567.03. Superintendent Backman explains that this is a working draft and will be finalized at the end of business today. The final Sewer Warrant will be sent via Hellosign to be reviewed and approved. Commissioner Bouffard motions to accept the draft Sewer Warrant with the understanding that the final Warrant will be presented for approval after the end of business today. Chairperson Turcotte seconds the motion. Roll Call. Motion passes.

- **Michael Trainque, Engineer**

Mr. Trainque updated the board with progress of the Clarifier Project, and answered the boards questions. He stated that the existing question is whether or not the pump room needs to be expanded and will need a 3D Laser Survey to do that, or have someone taking measurements for a few days. Superintendent Backman inserted that the funding for this project is on a State list for the Clean Water

State Revolving Fund, and believes we are number 13 on that list but only the first 12 get funding. He stated that currently we will not be getting a loan from CWSRF. There has been a meeting set up with Mr. Trainque, Mr. McMahon and himself with the Department of US Agriculture, as they are another source of potential funding available, and that is what Mr. Trainque is currently working on. He also explained that there are potential grants with the USDA as well. He explained the process and other options for funding and stated he asked Mr. Trainque to go ahead and get the application together. Mr. Trainque and Superintendent Backman answered the boards question regarding these processes.

Superintendent Backman discussed the updates with the Chester Turnpike task order. He reviewed the task order with the board and what that all entailed regarding the sewer line. He asked the board to decide if the board would like to expand the sewer or let it be. Mr. McMahon discussed the current status of the sewer line and answered the boards questions. Mr. Backman asked the board if they wanted Mr. Trainque to continue with the task order for Chester Turnpike. The board decided that they did not need the task order at this time. No motions made. No motions passed.

OLD BUSINESS

- **Sewer Work – Letendre Avenue**

Superintendent Backman and Mr. McMahon reviewed the history of the Letendre Avenue project to the board and presented a proposal from Vortex Services to reline the sewer for consideration. Chairperson Turcotte motions to approve the Vortex Services proposal in the sum of \$68,500.00 and to allow Superintendent Backman to sign the contract. Commissioner Bouffard seconds the motion. Roll Call. Motion passes.

- **Any other old business**

Superintendent Backman presented the board with a new draft for the IMA with Pembroke for review. He stated that he feels this agreement is in Allenstown's best interest. He explains the steps going forward to the board, in order to get it finalized and signed. No motions made. No motions passed.

Mr. McMahon updated the board with the completion of our manhole by Hooksett Paving on Canal Street.

NEW BUSINESS

- **Letter from Trustees**

Superintendent Backman discussed the changes in investors for the Capital Reserve funds and answered the boards questions. He stated that the Trustees requested we do ACH Banking for these funds. The board discussed and decided to remain paying with checks. Mr. Backman also stated that we have a surplus in our Hauled Waste Receiving fund of \$1,000,000.00 that he would like to move into a CD with TD Bank at a fixed rate for 6 months at 5.2% interest. Chairperson Turcotte motions to move \$1,000,000.00 from our checking account into a CD account. Commissioner Bouffard seconds the motions. Superintendent Backman presents the board with the document to sign to transfer the funds. Document signed by the board. Superintendent Backman also stated that this transaction will be reviewed in 6 months by the board to make any further transfers at that time.

74 • **Discuss Public Hearings Calendar (January 13, 2024)**

75 Mr. McMahon presented the board with a calendar of the scheduled upcoming public meetings for the
76 town on budgets and warrant articles on January 13, 2024, with location TBD. Mr. Backman asks for
77 representation regarding the Clarifier Project from the board at this meeting. Mr. McMahon requested
78 that Mr. Trainque come up with a log line for this presentation. Mr. Trainque said he will talk to his
79 marketing department. Commissioner Bouffard agreed to attend.

80 **CORRESPONDENCE AND OTHER BUSINESS**

81 • **Review any other business with Superintendent and Operations Foreman**

82 Mr. McMahon reviewed the rate increases from Pembroke Water Works with the board. He also
83 advised that board the jet/cleaning of the sewer lines have been completed.

84 • **Review Sewer Commission meetings calendar (January 09, 2024)**

85 **Motion to Adjourn**

86 Commissioner Bouffard motions to adjourn. Chairperson Turcotte seconds the motion. Chairperson
87 Turcotte requests a roll call. Motion passes unanimously. Meeting is adjourned at 11:53 am.

Alan Turcotte
Jim Rodger
David Bouffard

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