

**ALLENSTOWN SEWER COMMISSION**  
**35 Canal Street, Allenstown, NH 03275**  
**Tel. (603) 485-5600 - Fax (800) 859-0081**

**DATE:** September 3, 2013

**PLACE:** Allenstown Wastewater  
Treatment Facility  
35 Canal Street

**TIME:** 4:30 PM

**ALLENSTOWN SEWER COMMISSION**  
**REGULAR MEETING**

Transcribed from notes by Andrea Martel

NOTE: ALTHOUGH THESE MINUTES MAY CONTAIN QUOTES, THEY ARE NOT VERBATIM. MANY SECTIONS CONTAIN A GENERAL DESCRIPTION OF THE REMARKS OF THE PARTICIPANTS AS INTERPRETED (BOTH INDICATED) BY THE TRANSCRIBER AND SHOULD NOT BE RELIED UPON AS THE ACTUAL INTENT OF THE PARTICIPANTS STATEMENTS. ADDITIONALLY, MANY STATEMENTS HAVE BEEN OMITTED, CONDENSED, AND GENERALIZED, BASED ON THE INTERPRETATION OF THE TRANSCRIBER AS TO ITS RELEVANCE, CONTENT SPECIFICITY, ACCURACY, AND/OR CONFORMITY TO ANY APPLICABLE STATUTE. THE TRANSCRIBER ASSUMES NO LIABILITY FOR THE CONTENTS OF THIS DOCUMENT.

In attendance were: Lawrence Anderson Chairman; Jeffrey McNamara Commissioner; Carl Caporale Commissioner; Peter Boettcher; Harold Thompson Pembroke Sewer Commissioner; John Lanzoni, Paul Rogers & Chris Bitzas from Seimens Industry; Alsyon King Office Assistant; Andrea Martel Administrative Assistant; and Dana Clement Superintendent.

**Meeting was called to order at 4:30 PM.**

**ORDER OF BUSINESS:**

- 1. Review correspondence, disbursements and purchase orders.**
  - Commissioners signed all disbursements and purchase orders.
- 2. Peter Boettcher update on projects.**
  - Septage Receiving Station update: FRP walls are approximately half completed; lighting will be completed by October 15<sup>th</sup>; reworking on power to the building; and waiting for chemical line to be delivered.
  - Declor building: pumps, CL2 analyzer and other equipment is in process of being ordered; the receiver cabinet for SCADA equipment is being completed; and electrical work will be done the same time as the septage building.
  - Other updates: heating bid specs have been sent out. Pre-bid meeting is scheduled for September 10<sup>th</sup> at 9:00 AM and bids are due October 1, 2013.
- 3. Minutes for August 20, 2013.**
  - Carl made a motion to approve the minutes for August 20<sup>th</sup> as written. Jeffrey seconded the motion. Motion passed and minutes signed.



**4. Meet with Siemens Industry to discuss Energy Project.**

- John Lanzoni, Paul Rogers, and Chris Bitzas met with the Commission to discuss what would be included in the energy upgrade for upgrades, total cost of project and total savings per year.
- After discussion the order of priority for upgrades was modified to fit the needs of the facility. Discussed the design phase would take 90 to 120 days.
- Letter of Intent (LOI) will be prepared by Siemens Industry and made available for review by the Commission at the next scheduled meeting.

**5. Review of Hiring Policy.**

- Reviewed the hiring policy as amended by Dana Clement to fit the Allenstown Sewer Commission.
- Carl made a motion to accept the hiring policy as written effective September 3, 2013. Jeffrey seconded the motion. Motion passed and policy was signed.

**6. Review manhole cover and frame pricing.**

- Alyson updated the Commission on all the pricing quotes received regarding hinged manhole frame and covers with logo and without a logo.
- Pricing received is as follows:
  - Neenah Foundry (awarded state contract) \$530.00 with only "Sewer" written on it and \$545.00 with "Allenstown Sewer Commission" lettering. No minimum purchase required.
  - Fibrelite Composites: \$678.40 with logo in color, one time set up fee of \$700.00 for logo, and \$163.20 for a lifting foot pedal. Frame and cover not rated for street use of 30 MPH. No minimum purchase required.
  - US Foundry: \$563.82 with "Allenstown Sewer Commission" and no logo. No minimum purchase required.
  - EJ Prescott: \$882.00 with logo, \$825.00 with no logo but Allenstown Sewer Commission on it, \$757.16 with "Sewer" on it. Required a purchase order of 100 over the next five years and to add cover to the specs a requirement for future purchases.
  - EJCO: No quote received.
  - GMI Composites: No quote received.
- Carl made a motion to select Neenah Enterprises Inc. as the vendor to supply all of Allenstown current and future purchases of hinged manhole frame and covers with Allenstown Sewer imprinted. Jeffrey seconded the motion. Motion passed unanimously.

*Carl made a motion to have a 5 minute recess at 6:05 PM. Jeffrey seconded the motion. Motion passed. Returned to public session at 6:10 PM.*


**7. Review any old or new business with Administrative Assistant, Assistant Superintendent & Superintendent, including updates on current facility projects.**

- Dana updates: Reviewed signs prepared by office assistant for safety inspection. Commission approved signs.
- Andrea updates: Discussed the request made by the School Board to have the sewer line camera on the access road to the lower field of the Elementary School. The Commission requested having a letter from the SAU stating the request. Andrea will request the letter. Discussed invoices received from Canada for online advertising. Commissioners agreed to have Andrea speak with Attorney Jack White about the invoices and the harassing phone calls.

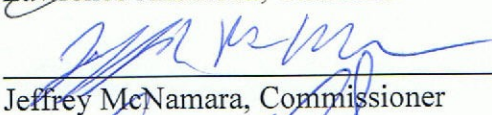
With no further business to discuss, Commissioner Carl Caporale motioned to adjourn, second by Commissioner Jeffrey McNamara motion carried by unanimous vote, meeting adjourned at 6:50 PM.

☒ MINUTES ACCEPTED

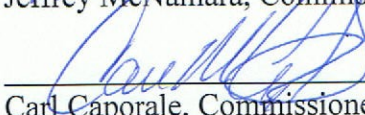
☐ WITH AMENDMENT

  
Lawrence Anderson, Chairman

9-18-13  
Date

  
Jeffrey McNamara, Commissioner

9-18-13  
Date

  
Carl Caporale, Commissioner

9-18-13  
Date