

**Hooksett Sewer Commission  
December 16, 2013  
Minutes**

The meeting was called to order at 12:00 PM. Present were Chairman Sidney Baines, Commissioner Frank Kotowski, Commissioner Roger Bergeron, Superintendent Bruce Kudrick and Bethany Hague.

**APPROVE & SIGN MINUTES FROM DECEMBER 2, 2013**

Commissioner Bergeron made a motion to accept the December 2, 2013 minutes as read. Commissioner Kotowski seconded. All in favor, motion carried unanimously.

**APPROVE AND SIGNED MANIFESTS**

**READ CORRESPONDENCE**

**FINANCIAL REPORT**

There was no financial report.

**SUPERINTENDENT'S REPORT**

**BASS PRO** – They have completed the sewer line for the building and are in the last stages of testing it. This will make the building ready to come on line immediately if Wal-Mart does bring the line to the property.

**LETTER TO SNHU** –Supt. Kudrick discussed again the high usage at the new residence hall at SNHU. It was decided that a letter should go to the President of the University, outlining the problems with both the residence hall and the dining facility. It will include all records of readings and the steps the sewer department has taken to notify the University of the Problem.

**BUDGET** – Supt. Kudrick submitted his final budget for the Board to review. There were no major revisions from the first draft except for a correction in Engineering Review which had been stated as \$1800 but was actually \$18,000. He also will need to check exact insurance premiums once more before submitting it to the Town Budget Committee.

**SCHEDULED APPOINTMENTS**

**DEAN SHANKLE** – *Hooksett Town Administrator*

Mr. Shankle asked to meet with the Commission regarding the invoice for \$1500 for a System Development Fee sent to the Town from the Sewer Commission because a project was almost finished before the Sewer Commission found out that it existed. It was sent to the Town because it had been the latest of many problems the Sewer Commission was having with the planning department in regards to building permits. People were having the CO's signed off on, or had started work on projects without the Sewer Department being notified and fees paid. Supt. Kudrick informed Mr. Shankle that it was not just the Sewer Department having problems, but

the Fire Department has not been notified as well. There was discussion regarding these problems and possible solutions to the lack of communication between departments.

Supt. Kudrick also informed both the Commissioners and Mr. Shankle of the problems he is having with the construction of sewer at the renovated rest areas. He found out on December 13<sup>th</sup> that the construction crew was working off revised plans that had not been approved or stamped by Supt. Kudrick. The plans had been revised on October 25<sup>th</sup>, and December 13<sup>th</sup> was the first that Supt. Kudrick was made aware of them. He informed the Board that he would be hand delivering a letter ceasing all sewer work until all plans had been given to Supt. Kudrick for his review, and all questions answered. The Board agreed to Supt. Kudrick delivering the letter to cease work.

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

There was no new business.

### **NON-PUBLIC SESSION**

The Commission did not go into non-public session.

### **PUBLIC INPUT**

There was no public input.

### **ADJOURNMENT**

Commissioner Kotowski motioned to adjourn at 2:15 PM, Commissioner Bergeron seconded. All in favor, motion carried unanimously.

Respectfully submitted

Commissioner Frank Kotowski  
Clerk