

**Hooksett Sewer Commission**  
**March 17, 2014**  
**Minutes**

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

**APPROVE & SIGN MINUTES FROM MARCH 17, 2014**

Commissioner Bergeron made a motion to accept the March 17, 2014 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**

**62 MERRIMACK STREET** – Supt. Kudrick told the Board that he met with Kathleen Casey, a representative from the insurance company regarding the back-up that occurred at 62 Merrimack Street. She reviewed all of the policies and procedures as well as the maintenance records for the sewer lines. The Commission will receive a final report on her findings, but she indicated that the Commission should not be liable for damages as maintenance had been done and there was no negligence on its part.

**SNHU** - Supt. Kudrick showed the Commissioners where the new access road will be located on the University property as well as the location of the new dormitory.

**MAIN ST. BRIDGE** – Supt. Kudrick attended the hearing at the Town Hall regarding the repair of the Main Street Bridge. The construction will begin in April 2015 and is supposed to finish by November 2015. The original proposal called for the bridge to be shut down completely for three months so work could be done quicker. However, that proposal was deemed too disruptive for residents and would not allow the fire department access to the bridge when needed.

**ON CALL POLICY** – Supt. Kudrick submitted his on-call policy for the Commissioners to review. It included the rule that if someone responds alone to an alarm whether at the plant or one of the pump stations they must call police dispatch and tell them where and what they are doing. After 30 minutes has passed, the responder must contact police dispatch as to the status of the alarm. If dispatch does not hear from the person after 30 minutes they will send a squad car out to check on them.

It was also decided that anyone on call must stay within a 25 (air) mile radius of the plant. There was discussion about compensating the second on call person and Commissioner Kotowski made

a motion to compensate the second on-call person \$50 a week (for the five day week) starting April 1<sup>st</sup>. Chairman Baines seconded. Commissioner Bergeron voted against the stipend. Motion passed.

## **SCHEDULED APPOINTMENTS**

**STAN TECH – *Rene LeBranche & Dan Tatem*** -These gentlemen came before the board to discuss rates as well as responsibilities for plan reviews if the Commission decides to use the firm for future business.

## **OLD BUSINESS**

**JOB DESCRIPTIONS** – Supt. Kurdrick reviewed the job descriptions for Superintendent, Chief Operator/Asst. Superintendent, Operator 3, Operator /Maintenance 2. Commissioner Kotowski made a motion to accept the job descriptions as reviewed. Commissioner Bergeron seconded. All in favor, motion carried unanimously.

## **NEW BUSINESS**

There was no new business.

## **NON-PUBLIC SESSION**

The Board did not go into non-public session.

## **PUBLIC INPUT**

There was no public input.

## **ADJOURNMENT**

Commissioner Bergeron motioned to adjourn at 2:35 PM, Chairman Baines seconded. All in favor, motion carried unanimously.

Respectfully submitted

Commissioner Frank Kotowski  
Clerk