

Hooksett Sewer Commission
April 7, 2014
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 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 SIGN MANIFESTS

APPROVE AND SIGN PRE-BILLING WARRANT – Commissioner Bergeron made a motion to approve the pre-billing warrant, Commissioner Kotowski seconded. All in favor. Motion carried unanimously.

READ CORRESPONDENCE

FINANCIAL REPORT – Guy Beloin – Mr. Beloin submitted his report to the Board for their review. It included the monthly cash balances, which included 1.6 million in the PDIP accounts. The \$545,000 in the SDF line item includes the \$329,000 of SNHU fees. There is still \$195,000 in the PENTA retainage, \$490,000 in the Sewer Debt Reserve and \$293,000 in the Capital Reserve Fund. The total cash balances includes the high balance of \$580,000 in the sewer checking account to avoid bank fees.

Mr. Beloin's report also included the results of the first nine months of expenses versus the 2014 budget. At this time, expenses are lower in some budgeted items and overall spending is within budget parameters. Overall expense are up 1.68% from last year, But purchasing is down significantly at 57% due to lack of professional fees and costs related to disk situation. Lab expenses are up, but that is due to the added testing that is being required by the state.

SUPERINTENDENT'S REPORT

BACK-UPS – Supt. Kudrick informed the Board that there were three new back-ups of the system on Sunday, March 30th. The air had to be cranked up to counteract the excess water from the rains.

NHDES INSPECTION- TracY Woods from DES inspected the plant and talk to Supt. Kudrick about a temporary fix of a preventer box for the plant that would allow the employees enough time to respond to any back-up.

SEWER LINES– Supt. Kudrick had the sewer lines cleaned on Merrimack Street and Veteran's Drive. There was grease up to 6 inches thick clogging some of the lines. There is also a need to bring up two manholes on Merrimack Street to be able to access sewer lines more easily.

MERRIMACK ST. STATION – The roof at the station is leaking and needs to be fixed. To patch it would cost \$4000 and to replace it would cost \$6700. The Commissioners told Supt. Kudrick to replace the roof.

SCHEDULED APPOINTMENTS

There were no scheduled appointments.

OLD BUSINESS

ON CALL POLICY – There was more discussion of the on-call policy and clearing up of some misconceptions of information given at the last meeting.

STAN TECH –Dan Tatem – Mr. Tatem stopped in to follow up on an issue regarding insurance that was brought up when he met with the Commissioners at their last meeting. Chairman Baines had asked if Stan Tec’s insurance would be enough to cover expenses if there were any problems with any work Stan Tec did for the Commission. He had asked the question as another engineering firm did not have the correct policy to cover expenses from the disk incident. Mr. Tatem contacted his insurance provider and was informed that Stan Tec had a base policy of 3 million and an umbrella policy of 5 million. If any job needed more insurance than that, Stan Tec could obtain it for a fee. It was decided that Mr. Tatem would write up an agreement for terms of work for the Commissioners to review.

NEW BUSINESS

There was no new business.

NON-PUBLIC SESSION

At 12:20 PM Commissioner Bergeron motioned to go into Non-Public Session under RSA 91-A:3II (e). All in favor. At 12:42 the Commissioners came out of non public session. No decisions were made.

PUBLIC INPUT

There was no public input.

ADJOURNMENT

Commissioner Bergeron motioned to adjourn at 1:45 PM, Chairman Baines seconded. All in favor, motion carried unanimously.

Respectfully submitted

Commissioner Frank Kotowski
Clerk