

**Hooksett Sewer Commission**  
**May 19, 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 MAY 5, 2014**

Commissioner Bergeron made a motion to accept the May 5, 2014 minutes as read. Commissioner Kotowski seconded. All in favor, motion carried unanimously.

**APPROVE AND SIGN MANIFESTS**

**READ CORRESPONDENCE**

**FINANCIAL REPORT** – Guy Beloin – Mr. Beloin submitted his report for the Commissioners to review. It included the cash and PDIP account balances which added up to 1.6 million, with 545,000 being System Development Fees. Mr. Beloin has checked with both Christine Soucie from the Town Finance Department as well as the auditors to see what could be done with surplus funds received by the Commission for partial settlement payment. He was told a fund can be set up and used for improvements to the plant and/or composting site.

Supt. Kudrick asked Mr. Beloin about encumbering funds for improvements to the plant that will not be finished by June 30<sup>th</sup>. Mr. Beloin told him that all he needed were the purchase orders for the work to encumber the funds. The other question Supt. Kudrick had was whether funds from this year could be encumbered for a new one-ton pick-up truck that would not be purchased until September (as he would have to order it). He was told that he could as long as the board voted to encumber the funds before June 30<sup>th</sup>.

Commissioner Kotowski made a motion to accept Mr. Beloin's report, Commissioner Bergeron seconded. All in favor, motion carried unanimously.

**SUPERINTENDENT'S REPORT**

**PARK PLACE** – By the first of July everyone in the mobile homes/cottages on the property should be gone. The office and the two motel units will be staying for now. The owner is going to be constructing two 20 unit short term residential hotel units with kitchenettes. These units will allow for up to 90 (continuous) day stays.

**VIDEOTAPE TRANSFER** - Supt. Kudrick will be receiving a quote to transfer all the old tapes of sewer lines onto digital format with an indexing system.

**OVERFLOW PREVENTION** – Supt. Kudrick went over the pricing for the three fixes that he outlined in the letter to the EPA regarding overflow prevention.

**MANHOLE COVERS** - Letters will be sent to owners at Carriage Hill and University Heights regarding manholes in the right of ways next to their property. Because Dale Hemeon had insisted the manholes not be located in the street, they were located to the right of ways and now many have been buried by homeowners landscaping. This summer the manholes will be located and if needed dug up so personnel can have easy access to the system.

**AIR SPARGES** – Supt. Kudrick submitted the written instructions from Kruger regarding what procedure to follow regarding the use of the air sparges.

**PART-TIME TRUCK DRIVER JOB DESCRIPTION** – Supt. Kudrick submitted the job description for the Commissioners for review. Commissioner Bergeron made a motion to approved the Part-Time Truck Driver job description with some small changes. Commissioner Kotowski seconded. All in favor, motion carried unanimously.

**PUBLIC AWARENESS CAMPAIGN** – Supt. Kudrick discussed raising public awareness about what not to put into the sewer system. Besides grease, there are many products the public are not aware of that should never be put into the system. There are some different resources that can be tapped to help create Hooksett’s own informational materials, and Commissioner Kotowski thought it also might be something NHWPCA might want to get involved in as well.

**MEETING WITH DES** – Supt. Kudrick went over the letter to EPA with the Board. The letter has been reviewed by members of NHDES and he has included their input regarding safe guarding the plant against future overflows.

**UNIFORMS** – The least expensive quote was Uni-first. GK was \$51.79/week, Uni-First was \$48.92 and Clean Co. (the company the plant is currently using) was \$72, which is down from the \$93.90 they are currently charging. He will have the representative from Uni-first come in and review the numbers to ensure correctness and then will ask for the board to approve the contract.

## **SCHEDULED APPOINTMENTS**

There were no scheduled appointments.

## **OLD BUSINESS**

There was no old business.

## **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 Kotowski motioned to adjourn at 1:28 PM, Commissioner Bergeron seconded. All in favor, motion carried unanimously.

Respectfully submitted

Commissioner Frank Kotowski  
Clerk