

**Hooksett Sewer Commission**  
**February 23, 2015**  
**Minutes**

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

**APPROVE & SIGN MINUTES FROM JANUARY 12, 2015**

Commissioner Bergeron made a motion to approve the January 12, 2015 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 two reports dated February 9<sup>th</sup> and February 23<sup>rd</sup> for the Commissioner’s review.

The February 2<sup>nd</sup> report contained the cash balances on all account which totaled \$1,620,958.30. Roughly \$558,000 are System Development Fees. It also includes \$343,200 from Manchester Sand and Gravel. The Profit and Loss Statement shows that at the six month mark there is 55% left of the budget, which is a good indication of how the year is going.

Mr. Beloin made the Board aware that the line item for vehicle maintenance needs to be adjusted, as he had put an expense for \$2533.02 on that line in error. It was supposed to go to the plant maintenance line item as it was for oil for one of the machines.

Income is down 4.1%, but most of that is due to the deductions to bills for deduct credits for outside watering that are on the October and January bills. Interest income is up to \$4077, better than in past years, but still quite low.

Mr. Beloin realized upon reviewing some history of accounts that the land swap with Manchester Sand and Gravel for the composting site was never recorded on the System Development line item. If it had been cash, it would have automatically been added. But as it was a non-currency exchange it had been left off. This will be rectified and will be discussed further in a future meeting.

There was then discussion regarding rate increases. Small increases per thousand gallons were reviewed and Mr. Beloin’s report showed the revenue for each. Included as well was an increase that would offset the deficit of not raising the rates yearly which would have kept the Commission caught up with the rate of inflation. Because of the substantial rise in rates in 2010 due to loan repayment commitments, the Board has not increased the rates since that time. More discussion will ensue on this topic in future meetings.

The February 23<sup>rd</sup> report showed the PDIP account balances. Items in the PDIP accounts with very little amounts due to interest paid will be transferred to other accounts soon. The \$1,003,993 in the Trustee accounts includes the second \$500,000 payment from Kruger.

Mr. Beloin also pointed out that the transfer of \$150,000 to the Sewer checking account last year to avoid maintenance fees was for naught. The bank is now charging \$156.53 a month no matter what the account balance is. At some time in the near future all or part of the monies should be transferred back into PDIP accounts to at least gain some minimal interest from it.

## **SUPERINTENDENT'S REPORT**

**BUDGET COMMITTEE**– Supt. Kudrick presented his budget to Budget Committee and the three questions they asked were 1. Why there was a 3% increase in salaries, 2. Why there might be a rate increase, and 3. Why don't the wastewater employees contribute anything to their health insurance as other departments do?

**NORTH BOUND REST AREA**– The rest area should open in two weeks. They are waiting on counters and other materials that have been delayed.

**MERRIMACK STREET PUMP STATION** – The pump has been replaced, but when replacing it the pipe clogged up with grease and rags. He thought the valve was gone but after using the camera it showed that it was working fine. The staff then had to clean out area with five gallon buckets pulled up three stories by hand. Then the sump pump died so he is using a temporary one until the new one that he ordered arrives.

**UNDERWOOD ENGINEERING** – Underwood Engineering has given Supt. Kudrick a draft of an ordinance regarding sewer lines laid by one company that will be reimbursed for that work by others that tap onto them . There is nothing specific in the ordinances and with some of the proposed projects that could expand the sewer in that way, the Sewer Commission should have one.

**SENATE BILL** – Currently there is a bill being crafted that will allow the Sewer Commission to assess per day penalties on businesses that refuse to clean out their grease traps. The current regulations do not have a serious penalty, but the proposed fee would be \$1000.00 a day.

**JOHN CLARK** – Mr. Clark had attended a SCADA class put on by the state but left early. The state will not give him a certificate for the course, but the sign in sheet has been provided. The Board acknowledges the Mr. Clark attended the course, but as he did leave early and has no certificate of attendance/completion, he will not be paid mileage as per regulations.

## **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 Bergeron motioned to adjourn at 1:25 PM, Commissioner Kotowski seconded.  
All in favor, motion carried unanimously.

Respectfully submitted

Commissioner Frank Kotowski  
Clerk