

**Hooksett Sewer Commission**  
**October 5, 2015**  
**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. Hooksett Town Councilman Don Winterton was also in attendance.

**APPROVE & SIGN MINUTES FROM OCTOBER 5, 2015**

Commissioner Kotowski made a motion to accept the October 5<sup>th</sup> minutes as read. Commissioner Bergeron seconded. Motion carried unanimously.

**APPROVE AND SIGN MANIFESTS**

**READ CORRESPONDENCE**

**FINANCIAL REPORT** – There was no report.

**SUPERINTENDENT’S REPORT**

**ROUGH DRAFT OF BUDGET**– Supt. Kudrick submitted his proposed budget for next year.

It included the following:

- Two employees with proposed increase wages due to advancement in operator status.
- 2% wage increase for all employees.
- The electricity line item is down to reflect current rates
- The health insurance has not been adjusted yet as the rates have not been determined yet
- The use of PAC product to eliminate foam and eliminate solids has added a \$30,000 cost, but the use of it has eliminated violations.
- The debt service is reducing again this year as planned.
- There are no other major changes.

**FLOWS** – Flows are down across the state. Infiltration has not been a problem this year as there has been less rain. The plant is typically running 634,000 per day. The only change in usage has been an uptick at Martin’s Ferry, but that is because SNHU is back in session.

**SNHU VISITOR CENTER** – After reviewing the plans given to him by Jeff Kevan, Supt. Kudrick found that another building would be hooked on to the sewer system during the construction of the visitor center. Mr. Kevan never spoke of extending the sewer to the security building when he came to speak to the Commission. Now the fees will be the following: \$100 commercial permit fee per building, \$24,000 for SDFs and a minimum of \$5000 for escrow.

**BROX SAND & GRAVEL** – Brox has sent a new plant for review. It would have the connection directly into the headworks building. It makes more sense to extend the current easement to the fence line and have more room to perform the work. Brox would install the waterline underground and maintain everything for the process. Currently the agreement states that the plant will provide 200 gallons per minute of water for the process. However, due to the reduction of flows the plant is experiencing currently, the plant may not be able to provide that much water and should not be held liable if that is the case. The Board will review the agreement and discuss it at the next meeting.

**GE DISCHARGE PERMIT** – Steve Clifton from Underwood has reviewed the GE facility and paperwork and the permit is ready to be signed by Chairman Baines.

**4<sup>th</sup> GRADE TOURS** – The entire fourth grade class from Hooskett Memorial School came to take a tour of the facility. The four tours went well, and there has been a discussion about a small group possibly coming down to do lab work.

## **SCHEDULED APPOINTMENTS**

There were no scheduled appointments.

## **OLD BUSINESS**

### **PERSONNEL PLAN CHANGES –**

The following changes were added/edited in the personnel plan:

- All references to the Hooksett Sewer Department were changed to Hooksett Wastewater Facility
- The cover sheet logo was changed to the current logo
- The nepotism policy on page 8 was changed to reflect the changes at the town level
- The call-out policy was added to appendix A
- The Drive Record Policy was added. Discussion then centered around proposed penalties to employees with bad driving records. There has not been any set at the town level according to Mr. Winterton. Basically this policy has been implemented at the request of the insurance company to make sure supervisors are aware of any problems with their employee's driving. Any punitive actions will be up to the supervisor alone. The personnel policy covers any violation of rules.
- The wording regarding time worked/recorded and sick days has been changed from work day to 8 hour day.
- The insurance section states now that Wastewater Facility employees are counted towards the town counts of employees in regard to medical, dental and life insurance.

Commissioner Bergeron made a motion to accept the changes to the Personnel Plan. Commissioner Kotowski seconded. All in favor, motion carried unanimously.

## **NEW BUSINESS**

**EVERSOURCE** – After some discussion, it was decided to have Ron Breton come before the board to discuss the contract regarding accepting waste from the Bow Plant. As the plant is not running and when it does the waste seems to be going to Allenstown when it is, there does not seem to be anything to gain from continuing the contract.

**SAFETY MANUAL** – There were two updates to the Safety Manual. The cover page has been changed to reflect the Wastewater Facility’s new logo, and there is an addition of a welding policy. Commissioner Kotowski made a motion to accept the changes, seconded by Commissioner Bergeron. All in favor, motion carried unanimously.

**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 1:31 PM, Commissioner Bergeron seconded. All in favor, motion carried unanimously.

Respectfully submitted

Commissioner Frank Kotowski  
Clerk