

**Hooksett Sewer Commission**  
**December 21, 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 DECEMBER 7, 2015 AND THE REVISED MINUTES OF NOVEMBER 2, 2015.**

Commissioner Kotowski made a motion to accept the December 7<sup>th</sup> minutes as read. Commissioner Bergeron seconded. Motion carried unanimously.

Commissioner Kotowski made a motion to accept the revised minutes of November 2<sup>nd</sup> as they now included the previously omitted Financial Report of Guy Beloin. Commissioner Bergeron seconded. Motion carried unanimously.

**APPROVE AND SIGN MANIFESTS**

**READ CORRESPONDENCE**

**FINANCIAL REPORT** – Mr. Beloin submitted his report to the Board. It included the November 30<sup>th</sup> cash balances. Currently the checking account is at \$349,000 with more income expected from October invoices. The interest for the Capital Reserve fund has decreased from 3% to 1.47. Mr. Beloin asked the Board where the money should be taken from for the Composting Study that StanTec performed and was told from the budget not System Development Fees.

**SUPERINTENDENT’S REPORT**

**BLOWER MOTOR** – Supt. Kudrick informed the Board that a motor for the blower lost a bearing and is getting fixed. The other pump that failed at K-Mart is still be repaired. He also discussed the problem with the fans that cool down the electronics. They are located in a very hard to reach area that is basically has 11 inch clearance. He is going to have an electrician bring the wires to the cabinets in front of them at a cost of \$1227.00. He was asked why they were located in such a confined space and he told them that they couldn’t design it any better due to the lack of space where everything had to be located.

**SCHEDULED APPOINTMENTS**

**HARMONY PLACE – *Jen McCourt- McCourt Engineering*** - Ms. McCourt came before the Board to discuss the capacity and change of scope of the Harmony Place housing development. Back in 2009 when the original plan was approved by the Sewer Commission the project was for 55 and over housing and 8360 gallons of capacity was paid for. As the plan has changed from age exclusive housing to non-restrictive an adjustment in capacity must be made. The project will include the original 63 units plus one more to tie in 1617 Hooksett Road in exchange for an

easement across their property. All the apartments will be 2 bedroom. Supt. Kudrick calculated that 38 units have already been paid for and now \$78,000 is owed for the remaining capacity as well as 64 permit fees and \$10,000 for escrow. The plans do not need to be reviewed again as the only change has been the age restriction. Commissioner Bergeron made a motion to accept the project subject to payment of fees, Commissioner Kotowski seconded. All in favor, motion carried unanimously.

**TIF DISTRICT –*Jim Donnison & Joanne Duffy, Town of Hooksett and Stuart Arnett of ADG Planning and Development*** – Mr. Donnison came to speak to the Board about proposing a TIF District along Route 3A from Exit 10 to Exit 11 on 93. The town will pay the \$11,700 for Mr. Arnett’s report, but they came to the Sewer Commission to ask for them to pay the \$15,000 for the Weston and Sampson Engineering report regarding the sewer portion of the overall plan. Mr. Arnett explained what he would include in his report and why the engineering report is needed. The report would show the best way to cross the river and where and how many pumps stations would be needed. Data collection for this report would include flow data, mapping, future conditions and this would help develop an estimated budget to do all the upgrades. They would like to get the report to the Town Council by February and if possible get it approved for Town Meeting. Councilman Winterton stated that the money would be well spent, and that the Town Council should be amenable to fast tracking the district as it would be to the Town’s benefit to do so. Commissioner Bergeron asked Supt. Kudrick where the money would come from for the study and Supt. Kudrick stated that he would have to review his budget, but he did have money to use. The Commissioners believe that this report is beneficial to have regardless if the TIF goes through and Commissioner Kotowski made a motion to expend the \$15,000 for the engineering report. Commissioner Bergeron seconded. All in favor, motion carried unanimously.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

**SCADA SYSTEM** – Phones have been ordered for the on-call person to be able to observe the SCADA system levels off site. The two phones were \$49 a piece. The employees will be able to log in to the system using an application on the phones, but they will also be able to do so on their personal computers if they would like to see a larger picture using the same log-in software.

## **NON-PUBLIC SESSION**

The Commission did not go into non-public session.

## **PUBLIC INPUT**

There was no public input.

## **ADJOURNMENT**

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

Respectfully submitted

Commissioner Frank Kotowski  
Clerk