

**Hooksett Sewer Commission
December 5, 2016
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 NOVEMBER 21, 2016

Commissioner Bergeron made a motion to accept the November 21, 2016 minutes as read. Chairman Baines seconded. Commissioner Kotowski abstained. Motion carried unanimously.

APPROVE AND SIGN MANIFESTS

READ CORRESPONDENCE

FINANCIAL REPORT – There was no financial report.

SUPERINTENDENT’S REPORT

ASSET MANAGEMENT PROGRAM– John Jackman from Hoyle and Tanner has been putting together a program encompassing all the paperwork for an asset management program. The Wastewater Facility could use funds from the state for this program, (up to \$30,000) but there would have to be a warrant article put before the town. This is because the money would have to pass through the Town in order to pay the engineers for the program. But it would cost the town no money whatsoever. The program encompasses all of the Wastewater Facility’s assets, from vehicles to sewer lines, pump stations to clarifiers. It would help target where future capital money should be spent as well as keep up with regular maintenance. DES also can do an energy audit for \$3000 to see where the plant can save money on energy costs. Part of the money from the State could be set aside for that as well. Supt. Kudrick will get a draft article from Mr. Jackman to help write the warrant article.

SCHEDULED APPOINTMENTS

SHOOTER’S OUTPOST – *Jerry Belanger, TF Moran*- Shooter’s Outpost is proposing a two floor addition to the original building which would include museum space, tenant space and a café, which would all have separate bathrooms for each. The café will be mostly takeout, with 18 seats. Tucker’s Restaurant will be running the café, but not with the large selection the regular restaurant has. The number of additional toilets will be eight, with no showers. Currently there are six in the existing building. The plans are to include a 1000 lb greasetrap, but Supt. Kudrick stated that the regulations are for a 1500 lb one, and Mr. Belanger said that he will change that in the plans. Shooter’s will not be expanding personnel beyond maybe a couple of employees, there will be minimal employees with the café and perhaps the tenants. Given the plans given to the Superintendent, the total extra gallonage per day is 750, which would be 3 units or \$9000. Chairman Baines asked if there was a pump station currently and will it still be able to pump the additional capacity and he was told by Mr. Belanger that it would be. They will need a permit for the building addition which is \$150.00, plus the \$9000 for the System Development Fee, but they

will not need to give any escrow money as it is not a complicated project. Supt. Kudrick will also need one set of completed plans to review.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

NON-PUBLIC SESSION

At 12:38 PM Commissioner Bergeron motioned to go into Non-Public Session under RSA 91-A:3II (e). All in favor. At 1:44 PM 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, Commissioner Kotowski seconded. All in favor, motion carried unanimously.

Respectfully submitted

Commissioner Frank Kotowski
Clerk