

**Hooksett Sewer Commission  
December 19, 2016  
Minutes**

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

**APPROVE & SIGN MINUTES FROM DECEMBER 5, 2016**

Commissioner Kotowski made a motion to accept the December 5, 2016 minutes as read. Chairman Baines seconded. Motion carried unanimously.

**APPROVE AND SIGN MANIFESTS**

**READ CORRESPONDENCE**

**FINANCIAL REPORT** – *Guy Beloin* - Mr. Beloin submitted his report to the Board. It included cash balances for November 30, 2016. There was discussion regarding the creation of a Trustee Account that would have the rental income from Old Castle deposited into it. Chairman Baines asked if the income was taxable and was told that it is not. Commissioner Kotowski made a motion to create a Property Enhancement Trust Fund Account. Chairman Baines seconded. All in favor, motion carried unanimously.

**SUPERINTENDENT’S REPORT**

**ASSET MANAGEMENT PROGRAM**– The Sewer Commission cannot get the program as a warrant article was needed. All warrants had to be submitted to the town by October.

**SNHU** – Supt. Kudrick has been informed by other departments that SNHU is now thinking they will not be taking down the old dorms as agreed to, but instead use them as offices. Supt. Kudrick will not allow this, and has not been contacted by any representative of SNHU to discuss the matter. There are also now plans to construct two more dormitories to accept the students from Daniel Webster College when SNHU closes down that facility and moves operations to the main campus. This was not part of the long term plans discussed earlier this year with the town. There is also a problem with the Athletic Building, they started work today, without any notice to Supt. Kudrick, when they had told him nothing was going to be done until Spring. Luckily, Rick Blackwelder was still available to oversee the work. There is also the problem that the new plans for the Athletic Building no longer have a grease trap installed, something that was in the old plans and agreed to at a past Sewer Commission meeting by SNHU representatives.

**SCHEDULED APPOINTMENTS**

**COMCAST TELEPHONE** - *Conner Reinfurt & Owen McAlister*- The gentleman came before the board to provide information regarding installing a new phone system for the office and plant. This system will not include the SCADA or alarm phone lines. After discussing the various features of the system and answering questions, Commissioner Kotowski made a motion

to sign the contract with Comcast, Chairman Baines seconded. All in favor, motion carried unanimously.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

**COPIER CONTRACT** – After reviewing proposals from Conway Office Products and Ricoh Copiers, Chairman Baines made a motion to accept the proposal from Ricoh. Commissioner Kotowski seconded. All in favor, motion carried unanimously.

## **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 1:30 PM, Chairman Baines seconded. All in favor, motion carried unanimously.

Respectfully submitted

Commissioner Frank Kotowski  
Clerk