

Hooksett Sewer Commission
March 6, 2017
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, Town Councilman Don Winterton, and Bethany Hague.

APPROVE & SIGN MINUTES FROM FEBRUARY 6, 2017

Commissioner Kotowski made a motion to accept the February 6, 2017 minutes as read. 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 cash balances for the end of January, profit and loss statements, summary of cash on hand and the audited numbers for 2016. Currently the Trustee Account is paying 1.83% in interest.

There was one problem with the audited numbers for 2016. The Town had used the Sewer Facility's account as a pass through to transfer \$4 million dollars into their accounts. Although this has been done before, the way it was recorded created an accounting adjustment that was problematic to the Board's accounting. Mr. Beloin has spoken Christine Soucie at the Town and has made it known they are not to use the account for that purpose in the future.

SUPERINTENDENT'S REPORT

10 HEATHER DRIVE – The plumber hired by the owners of the property had contacted Supt. Kudrick due to a back-up. It was found that a coupling had been broken by tree branches and water was running into the ground on the property. It has been fixed and Supt. Kudrick will notate it on his CMOM report.

MIXERS – Two went down at the same time, and although one restarted, the other did not. He will be looking at prices for new ones.

JANUARY DMRS – There were two violations for ecoli due to the chlorine pumps not running properly due to hose problems.

FLOWS – High for February due to rain and high temperatures.

LILAC BRIDGE PROPOSAL – Supt. Kudrick has given Don Graves's comments to Jim Donnison to pass along to Dubois and King. There are definitely not enough hangers to prevent future sagging of the line. The other way to fix the problem would be for a change in the abutment.

SCHEDULED APPOINTMENTS

SNHU DORMS – *Jeff Kevan, TF Moran* – Mr. Kevan came before the board to discuss the proposed new dorm to be built by 2018. The capacity for this dorm will be provided by transferring the usage for the Chocorua, Winnisquam and Kearsare dorms to the new building. Those three dormitories will have their connections to the sewer severed before the new dorm comes on line. At this time, it looks like the number of beds for those three dorms do not equal 300 for the new, and SNHU will determine if usage can be pulled from elsewhere or if additional system development fees will need to be paid.

UNDERWOOD CONTRACT – *David Mercier* – Mr. Mercier went over the scope and fees of the contract for Phase III exploration. DES has approved the plan which lists all the pilot programs and upgrades to the Plant. Once the testing has been done and the final expansion plan for the plant has been established, the Facility can then put a warrant article to the Town in 2018 for funding. Mr. Mercier suggested that the Board do preliminary work to get on the list for SDF funding. Commissioner Bergeron made a motion to accept the contract. Commissioner Kotowski seconded. All in favor, motion carried unanimously and Chairman Baines signed the contract.

OLD BUSINESS

There was no old business.

NEW BUSINESS

SUNDAY PAY – There was discussion about how Sunday pay will be affected if a new employee is hired, but it was determined that the topic would need to be tabled until a new employee was hired and the pay grade known.

PERSONNEL PLAN – Office Manager Linda O’Keefe had submitted the revised personnel plan for the Commissioners to review. The main change to the policy was that employees will be allowed to carry firearms on the premises. Chairman Baines asked if the Sewer Department had to fall in line with the town, or could they have their own policies regarding the subject as he did not want to allow anyone, customer/contractor/employee etc. from having a firearm on the premises. Mrs. O’Keefe will find out more information regarding the legal ramifications. Commissioner Kotowski made a motion to accept the plan, Commissioner Bergeron seconded. Chairman Baines voted against. Motion carried.

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 1:45 PM, Commissioner Bergeron seconded. All in favor, motion carried unanimously.

Respectfully submitted

Commissioner Frank Kotowski
Clerk