

**Hooksett Sewer Commission**  
**April 17, 2017**  
**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 MARCH 20, 2017**

Commissioner Kotowski made a motion to accept the March 20, 2017 minutes as read. Chairman Baines seconded. Motion carried unanimously.

**APPROVE AND SIGN MANIFESTS**

**READ CORRESPONDENCE**

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

**SUPERINTENDENT’S REPORT**

**UNDERWOOD** – Underwood has provided a preliminary schedule of work for review, and will come and discuss it a future meeting. They are also planning to work on the draft of the warrant article in August.

**BLOWER MOTOR** – The motor is starting its first 24 period today. Chairman Baines asked if it had been rebuilt and was told that it was. It was found that an error by the company caused it to fail last time, and therefore the facility probably will not be charged for the work.

**DMRs** – There were no violations.

**PAVING** – The state will be paving Route 3 from Main Street to the Bow line, as well as College Park Drive. There are at least 22 manholes that will need to be raised. Continental will be hired to raise them all at \$350 a piece. Some of the manholes will be completely replaced with new covers that will prevent infiltration at a total of \$650 a piece.

**FLOWS** – March flows were higher due to snow and rain. There were a few days over a million gallons per day.

**NATIONAL GUARD** – The town rescheduled the pre-construction meeting for the National Guard building three times but only informed the Sewer Department twice so Supt. Kudrick missed it. He and Central Water have scheduled a meeting with the representatives of the project to address their concerns.

**SEWER COMMISSION BUILDING ROOF**– The roof is constantly losing shingles during windstorms and is in constant need of repair. As it is the original layer of shingles, Supt. Kudrick asked if he could get prices for both new shingles and for a metal roof. He was given permission to do so.

## **SCHEDULED APPOINTMENTS**

There were no scheduled appointments.

## **OLD BUSINESS**

**ON-CALL POLICY** – There have been some housekeeping changes to the policy that involved Monday holidays. From this point forward the person on call for the weekend will stay on call throughout the holiday and the next person on call will pick up on that Tuesday. There were also minor changes to the SCADA call out list. Commissioner Kotowski made a motion to accept the changes to the on-call policy. Chairman Baines seconded. All in favor, motion carried unanimously.

**SHOOTER'S OUTPOST** – A representative from the company requested that they no longer be charged for an unused sewer connection in a building behind the main building. The Board and Superintendent were in agreement that unless they plugged the connection, they would still be billed per Sewer Ordinances.

## **NEW BUSINESS**

**TRANSFER OF MONIES** – Commissioner Kotowski made a motion to transfer the following monies to invest with the Trustees of the Trust Funds:

1. \$ 6,630,000 from the Sewer Fund Checking
2. \$ 196,475.00 plus interest of the Penta retainage monies
3. \$10,000 payment from Eversource

Chairman Baines seconded the motion. All in favor, motion carried unanimously.

A portion of these monies will be set aside in liquid assets until the end of 2017 for certain projects.

## **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 12:42 PM, Chairman Baines seconded. All in favor, motion carried unanimously.

Respectfully submitted

Commissioner Frank Kotowski  
Clerk