

HOOKSETT  
SEWER DEPARTMENT  
DATE RECEIVED 1-25-18

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**Hooksett Sewer Commission**  
**January 22, 2018**  
**Minutes**

The meeting was called to order at 12:00pm. Present were Chairman Sidney Baines, Commissioner Frank Kotowski, Commissioner Roger Bergeron, Superintendent Bruce Kudrick, Don Winterton and Kim Langlois.

**Approve and Sign minutes for January 8, 2018**

Commissioner Bergeron made motion to accept the January 8, 2018 minutes as read. Commissioner Kotowski seconded. Motion was carried unanimously.

**Approve and Sign Manifest**

**Read Correspondence**

**Financial Report:** There was no financial report

**Scheduled Appointments:** 12:00pm Mary Jane Meier from NHDES RE: Wastewater Licenses  
12:15pm Hooksett Economic Development Advisory Committee

Mary Jane Meier was asked to come in by the commission so that they could ask her some questions regarding the grade qualifications for Wastewater Treatment Certification. The commission was confused about the lack of difficulty between grade three and four certifications. The commission feels as if the grade 3 certification is being "skipped" and test takers are being encouraged to take the grade 4. This causes a problem for the plant because merit increases are given for each grade individuals achieve, Hooksett's Treatment plant is a grade three plant. Mary Jane explained that there are certain qualifications that have to be reached by the individuals taking the test in order to get certified. Education and experience can qualify certain individuals to take a higher grade test. The state cannot tell individuals that meet the qualifications for a higher grade level certification that they cannot test. She said that it would be the individual plants that would need to specify to their employees that they can only get certification to a particular level or that they will only be compensated up to a certain level. Mary Jane did explain that there are two separate tests for level three and four but they are equal in difficulty so if individuals meet the qualifications for a level four but need only a level three it would counterproductive take the level three, they should just take the level four test and get the highest qualification available so they do not have to keep coming back to test.

**Hooksett Economic Development Advisory Committee:** In attendance was Dr.Shankle, Dave Scarpetti, Alden Beauchemin, Jeff Larabee and Nick Golon (a Senior Project Manager for TFMoran). Hooksett Economic Development Advisory Committee and the Sewer Commission met again to discuss getting the sewer connected to 3A. Nick from TFM was there to discuss Jeff Larabee's plans for building a hotel and other businesses in that area that would need the sewer connection. The advisory

committee is working with the sewer commission in trying to set a plan in place to help make this all happen. The Hooksett Sewer Commission is willing to put two million dollars toward the project but cannot afford to pay for the project in its entirety. All involved are in agreement that they need to get an engineer out to look at the site to get an estimate of what it would cost to get the sewer connected to that area, nothing else can really be done until that has happened. Chairman Baines requested that TFM submit a proposal to the commission on what it would cost and that The Town Council try and contact whomever needs to be contacted from Wal-Mart and Bass Pro to see if they can contribute to the connecting of the sewer, since these businesses need to be connected as they are currently operating on septic tanks. Commissioner Frank Kotowski made a motion for the Sewer Commission to move forward with the Town, TFM and Bruce Kudrick, in getting an initial engineering analysis (estimate) as to the feasibility of putting in a pump station and determining what would have to be done beyond that to service 3A. Commissioner Roger Bergeron seconded the motion. The motion was carried unanimously. Nick Golon from TFM asked that he have permission to talk to Bruce offline regarding limits and scope of work to be done for this estimate. Permission was given for Nick to discuss the project as needed with Bruce.

#### **Superintendent's Report:**

Bridge update: All Sewer lines have passed inspection and all sewer man holes at the bridge have been tested. One of the drop inverts in the manhole has an issue that Bruce is trying to help them remedy. Bruce believes by the end of the week the sewer will be online.

Bruce told the commission that there has been an agreement made with Underwood Engineering to review the permit for the plant that Bruce has to fill out. Underwood will review the permit for Bruce before it gets submitted, the cost is \$1,000.00

Don Graves came out to look at the Main Street pump station as previously talked about at the last commissioner's meeting.

Bruce asked the commissioners to help him conduct interviews for the assistant superintendent position. They agreed to do this and decided to conduct them on February 5, 2018 before the next Commissioner's meeting.

**Old Business:** None

**New Business:** None

**Non Public Session:** The commission did not go into non public session

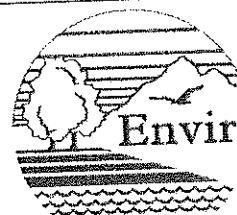
**Adjournment:** Commissioner Frank Kotowski made motion to adjourn at 2:00pm, commissioner Roger Bergeron seconded. The motion was carried unanimously.

Respectfully Submitted,

*Frank R. Kotowski*  
Frank Kotowski

Clerk

# ENVIRONMENTAL Fact Sheet



NEW HAMPSHIRE  
DEPARTMENT OF  
**Environmental  
Services**

29 Hazen Drive, Concord, New Hampshire 03301 • (603) 271-3503 • [www.des.nh.gov](http://www.des.nh.gov)

WD-WEB-2

2013

## Wastewater Treatment Certification

Wastewater treatment plant operators play a key role in protecting New Hampshire's surface waters and groundwater. Operators maintain and operate various types of mechanical and computerized equipment in wastewater treatment facilities in order to remove the harmful components from wastewater and render the water suitable for discharge to a surface water or to groundwater. They operate and maintain pumps, pipes, valves and processing equipment to move wastewater through collection systems and through various treatment processes. They read and interpret meters and gauges. They also operate chemical-feeding devices, perform laboratory analyses and keep records of their work. They must be able to take on many different tasks and be familiar with electricity, mechanics, chemistry, microbiology, hydraulics and many other disciplines.

Due to the importance of ensuring that wastewater is properly contained, conveyed and treated prior to being discharged, New Hampshire law requires public wastewater treatment plants to be operated only by operators who have been certified by the Department of Environmental Services (NHDES). The certification process is designed to make sure that certified operators have the knowledge and ability to properly operate and maintain such plants and the associated collection systems.

Individuals who are interested in becoming a certified wastewater operator in New Hampshire who are not certified elsewhere must pass a written examination. Individuals who are certified elsewhere can apply to be certified by reciprocity (that is, without taking the examination) for Grades I, II, and III. The qualifications for each of the certification grades are as follows:

Grade	Experience	Education	Comments
I-OIT	0	12 years	HS diploma or HSE <sup>1</sup> for education; upgrade to Grade I after earning 1 year full-time related work experience
I	1 year	12 years	HS diploma or HSE for education
II-OIT	1 year	12 years	HS diploma or HSE for education
	Or 0 years	13 years	HS or HSE <b>plus</b> 1 year wastewater certificate
II	3 years	12 years	HS diploma or HSE for education
III-OIT	2 years	14 years	HS or HSE <b>plus</b> 90 CEUs or 2 years college
III	4 years	14 years	HS or HSE <b>plus</b> 90 CEUs or 2 years college
IV-OIT	4 years	14 years	HS or HSE <b>plus</b> 90 CEUs or 2 years college
IV	6 years	14 years	HS or HSE <b>plus</b> 90 CEUs or 2 years college

<sup>1</sup> HSE refers to a High School Equivalency Certificate such as a G.E.D.

- (2) Proposed staffing levels and coverage at each plant, including the position title and time to be spent at the plant by each individual staff member;
- (3) A statement of appropriate action and remedial response to be taken during a crisis or emergency;
- (4) The proposed preventive maintenance schedules for the plants; and
- (5) The proposed process control techniques for the plants.

(c) The certification committee shall not approve the submitted proposal unless the committee determines that the proposal:

- (1) Will not jeopardize public health;
- (2) Will not compromise the proper operation and maintenance of the plants; and
- (3) Will not result in a violation of water quality standards or plant effluent criteria.

Env-Wq 304.07 Summary of Operator Certification Requirements. To qualify for certification, an applicant shall:

- (a) Pass the written examination as provided in Env-Wq 304.14 or be granted reciprocity as specified in Env-Wq 304.21; and
- (b) Meet the minimum operating experience and education requirements specified in Table 304.1, below, as explained in Env-Wq 304.08 and Env-Wq 304.09, respectively:

Table 304.1 Operating Experience and Education Requirements

Grade	Operating Experience (years)	Education
I OIT	0	High School Graduate or HSE Certificate
I	1	High School Graduate or HSE Certificate
II OIT	1	High School Graduate or HSE Certificate
II	3	High School Graduate or HSE Certificate
III OIT	2	High School Graduate or HSE Certificate plus 2 years
III	4	High School Graduate or HSE Certificate plus 2 years
IV OIT	4	High School Graduate or HSE Certificate plus 2 years
IV	6	High School Graduate or HSE Certificate plus 2 years

Env-Wq 304.08 Operating Experience Requirements.

- (a) Subject to (b) or (c), below, a minimum of 50% of the operating experience required by Table 304.01 shall be met by actual on-site operating experience at a wastewater treatment plant.
- (b) For a Grade II OIT, the entire one-year operating experience requirement may be substituted with a minimum of a one-year certificate in wastewater or environmental technology or an Associate degree in a relevant field such as sanitary engineering, environmental technology or studies, water treatment, wastewater treatment, natural sciences, or non-sanitary engineering disciplines.
- (c) Operating experience in either a water treatment plant or industrial wastewater or pretreatment plant of a grade equal to or greater than the wastewater treatment plant operator grade being applied for, shall be substituted for up to 75% of the on-site experience requirement specified in (a), above.



## STATE OF NEW HAMPSHIRE APPLICATION FOR CERTIFICATION WASTEWATER TREATMENT OPERATOR

**TYPE OR PRINT CLEARLY.** Applications that are incomplete or lack supporting evidence will delay processing. If the applicant is successful, certification is valid for a two year period. If unsuccessful, the applicant will be allowed ONE RETEST at the same grade at the next scheduled exam at no additional charge.

**NOTE:** A \$50.00 fee must be submitted with this application. Make check or money order payable to **Treasurer - State of New Hampshire.**

1. Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First Middle MM/DD/YYYY
2. Home address: \_\_\_\_\_  
Street address Town/City State Zip Code
3. Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Home Business
4. Currently certified? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If Yes: State: \_\_\_\_\_ Grade: \_\_\_\_\_ Number: \_\_\_\_\_  
 Date issued: \_\_\_\_\_ By examination? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Is this application based on reciprocity with another State? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, a copy of your license & State's certification rules must accompany this application.

6. Place a check mark next to the certification grade for which you are applying. The minimum education and experience requirements for each grade level are listed below.

Grade	Education	Experience	Grade	Education	Experience
____ I- OIT	12 years	0 years	____ III- OIT	14 years	2 years
____ I	12 years	1 year	____ III	14 years	4 years
____ II- OIT	12 years	1 year	____ IV- OIT	14 years	4 years
____ or II-OIT	13 years	0 years	____ IV	14 years	6 years
____ II	12 years	3 years			

7. Are you requesting any education and/or experience substitutions?  
 Education Substitution: Yes \_\_\_\_\_ No \_\_\_\_\_ Experience Substitution: Yes \_\_\_\_\_ No \_\_\_\_\_

**8. Education:**

- a. \_\_\_\_\_ High School Graduate Year of graduation: \_\_\_\_\_  
 Name, location of school: \_\_\_\_\_  
Name Town/City State  
 \_\_\_\_\_ High School Equivalency Year received: \_\_\_\_\_
- b. College: Circle the number of years successfully completed: 1 2 3 4 Post-Graduate  
 Degree Received: \_\_\_\_\_ Associate \_\_\_\_\_ B.A./B.S. \_\_\_\_\_ Other: \_\_\_\_\_  
 Major \_\_\_\_\_ Minor \_\_\_\_\_  
 Name, location of college: \_\_\_\_\_  
Name Town/City State  
 Year of graduation: \_\_\_\_\_

## Certification Committee Rules Summary Sheet

**Operating experience** - Time spent at a wastewater treatment plant in satisfactory performance or supervision of operation duties, which include maintenance of process equipment, lab work, equipment operation, administration and process control.

**Experience** - A minimum of 50 percent of the operating experience requirement must be met by actual on site operating experience at a municipal wastewater treatment plant.

### **Other Relevant Experience:**

**Water Treatment Plant; Industrial Wastewater Treatment Plant** experience is credited as 75 percent of municipal experience.

**Related Utility Division or Trade**, such as wastewater collections, water distribution, plumbing, electrical, pipe fitting, instrumentation, laboratory, utility construction, utility design, engineering, facilities maintenance and management and public works is credited as 50 percent of municipal experience.

**Education** - Post high school education and other courses may be substituted for any experience requirements up to 50 percent of the total municipal experience requirement.

**Substitution** - One year of relevant post high school education is equivalent to one year of municipal experience. Education applied in substitution for any stated experience shall not also be applied to the education requirement.

### **Post High School Education**

**Relevant Education:** Sanitary engineering, environmental technology or studies, water treatment and wastewater treatment and college level programs

Bachelors degree is equivalent to 4 years of relevant education.

Associate's degree is equivalent to 2 years of relevant education.

**Other Education:** Degrees in natural sciences and non-sanitary engineering disciplines.

Bachelors degree is equivalent to 3 years of relevant education

Associate's degree is equivalent to 1.5 years of relevant education

Any academic work or vocational training other than those listed above:

Bachelor's Degree is equivalent to 2 years of relevant education.

Associate's Degree is equivalent to 1 year of relevant education

**Incomplete degree programs:** Credits are counted by totaling semester hours as listed below in Continuing Education Units (CEUs).

**Substitution:** Operating experience applied in substitution for any education requirement shall not also be applied to the experience requirement.

Two years of Experience equals one year of post high school education.

Seminars, training, conferences, etc. are based upon hours of training received.

### **Continuing Education Units (CEUs)**

One CEU is equivalent to ten hours of training. CEU credit is awarded for training in environmental and other relevant technical and scientific studies, operator training courses, seminars, workshops, etc.

1 hour = 0.1 CEUs.

1.5 CEUs = one college credit (one semester hour).

45 CEUs = one year of post-high school education. (CEUs ÷ 45 = years)

30 semester hours (30 college credits) = one year of post-high school education.

45 quarter hours = one year of post high school education.

### **Current Policy:**

NHWPCA Membership = 0.1 CEU

NEWEA Membership = 0.1CEU

Accredited Colleges = 1.5CEU/credit

NEIETC = As given

Operator Exchange = 1.0 CEU (assumes 10 hrs of contact, must submit written report before receiving credit)

Operator Challenge Participation (State of NH & Regional) = 1.0 CEU each

Operator Challenge Demonstration = 0.5 CEU for students/instructors (assumes 5 hours)

Meetings/trade fair = 0.3 CEU

NEWEA courses = 0.1CEU/hr.

Voc-Tech = 1.5CEU/credit

Red Cross = As given

NH DES courses = 0.1CEU/hr.

Sacramento Course = As given