

Hooksett Sewer Commission
April 2, 2018
Minutes

INITIAL	COMMENTS
S	
FRK	
BK	

The meeting was called to order at 12:00pm. Present were Chairman Sidney Baines, Commissioner Roger Bergeron, Commissioner Frank Kotowski, Superintendent Bruce Kudrick, Guy Belion, Jon Clark, Scott Tremaine and Kim Langlois.

Approve and Sign Manifests

Approve and Sign Minutes from March 19, 2018

Commissioner Bergeron made motion to accept the March 19, 2018 minutes as read. Chairman Sidney Baines seconded. Motion was carried unanimously.

Read Correspondence

Financial Report: Guy talked about the Consumer Price Index for 2017 and passed out a spreadsheet showing possible rate increases for the sewer rates. He discussed the benefits of raising the sewer rates a little at a time versus waiting and raising them at a higher rate all at once. The new sewer rates would not go into effect until July of this year if the commission decided to do so. The new rates would still be below the National Consumer Price Index.

Guy also suggested putting some of the money the WWTF has into a six month CD to earn a better interest rate. Commissioner Roger Bergeron made motion to invest 1.1 million of the sewer funds into a 6 month CD, Commissioner Frank Kotowski seconded. The motion was carried unanimously.

Scheduled Appointments: 12:15pm John Jackman and Joe Ducharme from Hoyle Tanner RE: Asset Management.

John and Joe came in to discuss the Asset Management Program with the Commissioner's. They believe it would be a valuable asset to help the Wastewater Treatment Facility. They discussed what the program is and how it works. Attached is the handout that was passed out at the meeting. The commissioners wanted a chance to look it over and discuss the information that was provided to them and said they would have a decision within two weeks.

Superintendent Kudricks Report: Bruce had a meeting at SNHU and then the Town Hall regarding the Bridge so he was unable to stay and give a report.

Old Business: Consider giving the town back some of the money we are holding for the Bridge.

New Business: Next meeting is April 16, 2018

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

Public Input: There was not public present

Adjournment: Commissioner Frank Kotowski made motion to adjourn at 1:07pm. Commissioner Roger Bergeron seconded. The meeting was adjourned at 1:07pm.

Respectfully Submitted,


Frank Kotowski

Clerk

Proposed Scope of Services - Sewer System Asset Management Program

Presented to: Hooksett Sewer Commission

Presented by: John Jackman, Joe Ducharme – Hoyle, Tanner & Associates

The Hooksett Sewer Commission (Commission) intends to develop a wastewater asset management program. The first phase of the program will focus on the wastewater collection system and pump stations (a future phase will focus on the wastewater treatment facility). The goals of the first phase of the Asset Management program are to build a sustainable program by providing the tools, education, resources, organization, and an understanding of the Asset Management program to the wastewater staff.

This asset management program is funded by the NHDES SRF program and has requirements that will need to be met throughout the project. The Commission's SRF loan will fund the core components of developing and Asset Management program. The scope below was prepared based on Hoyle, Tanner's understanding of the goals of the Hooksett Sewer District.

Proposed Scope of Services:

A. Asset Inventory

The goal in this first phase is to collect information to generate an inventory of the horizontal assets into the GIS database. Information provided by the Commission such as plans, drawings, and knowledge from the staff will be added to the GIS database. Hoyle Tanner will perform the following tasks to meet the requirements of the asset inventory efforts:

Task 1. Set up a google account for the Sewer Department to provide a single location for all data, maps, plans, permits, photos, work order forms, tie cards, and other types of documents needed in the O&M and Asset Management program.

Task 2. Scan available plans and tie cards and organize them by street folders. The full plans would be available under the plans folder. The tie cards will be stored under the tie card folder under the street they are associated with.

Task 3. The current GIS will become available on google maps for access and review. For areas of the sewer system that need to be updated or corrected, Hoyle Tanner will provide the wastewater staff with a GPS unit (with RTK accuracy) for two one-week periods to capture both vertical and horizontal positions. Hoyle, Tanner will provide training on the GPS unit to the wastewater staff.

Task 4. Download GPS date to the GIS database to begin populating the attribute information.

B. Defined Level of Service

Hoyle, Tanner will provide training on the development of “level of service” goals and performance metrics, using a triple bottom line approach, which considers social, environmental, and financial factors. This training will involve staff and decision makers from the Commission’s wastewater staff. The NHDES will be invited to this training and the public will be invited to add their voice to the process.

Task 1. Hoyle Tanner will conduct a workshop for the Commissioner’s and wastewater staff that will be open to the Public. This presentation will include a discussion on the development of a “Level of Service” document. This workshop will be held following GPS data collection and GIS data transfer (more than half-way through the project) to review the level of service expectations for the sanitary sewer system.

Task 2. The final “Level of Service” document will be uploaded to the Sewer Commission’s web site to further inform the public of the project and what the expected “Level of Service” is for the sewer system.

C. Prioritization of Assets Based on Condition Assessment and Criticality

In the collection of the horizontal assets there will be a condition rating attribute assigned to each asset to provide a simple rating from 1 to 5 (5 being the worst condition). This rating will be a preliminary condition rating, allowing for a more focused evaluation to be done in the future. There will also be an attribute for a criticality rating from 1 to 5 (5 being the most critical) for each of the assets. The data for these asset ratings will come from the annual CMOM report and the “in-house” knowledge of the staff. Prioritization of assets will be done using a top down approach, using the GIS map to identify which assets are most critical in the sewer pipe network. From the GIS database, tables will be generated and exported into an excel workbook, allowing for further evaluations by wastewater staff.

Task 1. Hoyle, Tanner will conduct a workshop with wastewater staff to develop the matrix for assessing the condition and risk of the collection system.

Task 2. Hoyle, Tanner will start with the “high-risk” areas using the top down assessment and adding this rating to the GIS attributes. Only the top two levels will be input by Hoyle, Tanner but we will provide the education and training for the wastewater staff to continue building the prioritization database. This allows the flexibility for the wastewater staff to make modifications to the process to refine the program to best fit the Hooksett Sewer Commission’s interests.

D. Life Cycle Cost Analysis

The life cycle cost analysis for the “vertical assets” such as the wastewater pump stations (and future wastewater treatment facility) will include an energy audit of these facilities. The “life-cycle” costs will be captured in future years using the excel program and uploading into the GIS database. Training will be provided to wastewater staff on how to maintain and generate reports.

Task 1. Hoyle, Tanner will work with the wastewater staff to develop a thorough inventory of the pump stations.

Task 2. Hoyle, Tanner will develop a hierarchy for the inventory of the pump stations to help in the development of the expected "Level of Service" and how best to manage the risk of failure.

Task 3. Hoyle, Tanner will work with the wastewater staff to develop work order forms for the pump stations to help track O&M costs (preventive, corrective, energy, and capital).

E. Funding Strategy for Asset Maintenance and Replacement Identified

Based on the expected maintenance of these horizontal assets, the estimated cost will be calculated. Examples include cleaning of the sewer mains every 5 years at a cost of \$1.25 per foot. The replacement of these assets will be based on the year installed plus their expected service life. This information will be used in the life-cycle cost analysis. Rehabilitation cost and increased life expectancy will also be part of life-cycle cost and O&M strategy.

Task 1. Hoyle, Tanner will review the maintenance costs for the sewer cleaning and CCTV work already performed on the sewer collection system. Using this information, we will develop a replacement maintenance ratio for the collection system to help evaluate the proper funding for repairs and replacement of the collection system assets.

F. An Implementation Plan for Maintaining the Asset Management Program

This program will be developed by collaborating with the Sewer Commission and wastewater staff to create "buy-in", long-term support, and thorough understanding of what needs to be done to maintain the Asset Management program. During the development of the program, a workflow will be developed to help identify the appropriate steps to maintain the program.

Task 1. During the development of the Asset Management there will be times when the wastewater staff will need additional help. Hoyle, Tanner will maintain frequent communication with the wastewater staff and will evaluate the need for additional workshops or online training.

Hoyle, Tanner's main goal is to deliver an Asset Management program to the Commission that is robust, effective, and readily used by the wastewater staff. The Asset Management program is a "living" document that will receive ongoing updates by the wastewater staff. The Commission and the wastewater staff will want to be aware that the asset management program, once "built" will serve the Commission best if continual database updates are done and the wastewater staff are well supported. There will be more advanced programs and tools coming out frequently to aid the wastewater staff with improving the workflow and data collection.

HOYLE, TANNER & ASSOCIATES
ASSET MANAGEMENT (AM) PROJECTS

Hooksett Sewer Commission
 04/02/2018

Project Type	Community	Project Contact
Goffstown, NH	Asset Management & VUEWorks Assistance	Theriault, Megan
Pembroke, NH	CMOM Program & Sewer Asset Management	Malo, Paulette
Rollinsford, NH	Water System Asset Management	St. Hilaire, Dennis
Merrimack, NH	VUEWorks Assistance / AM Program	Taylor, James
Portsmouth, NH	Water Asset Management	Goetz, Brian
RWS-Bretton Woods, NH	Wastewater System Asset Management	Valladares, Leah
Town of Allentown, NH	VUEWorks Evaluation Update	Mulholland, Shaun
Allentown, NH	Wastewater Facility Asset Management	Backman, Jeff
Newfields, NH	Wastewater Asset Management	Buxton, Ray
Lincoln, NH	Lincoln Water Asset Management	Burbank, Alfred
Salem, NH	Water Asset Management	Hudson, Dan
Seabrook, NH	Wastewater Asset Management	Maltais, Phil
Burlington, VT	Asset Management Program - multiple phases	Moir, Megan
South Burlington, VT	Airport Parkway WWTF Asset Management	Crosby, Steve
Shelburne, VT	Asset Management - multiple phases	Robinson, Christopher
Winooski, VT	Asset Management - multiple phases	Choate, John

Hoyle, Tanner & Associates
Asset Management (AM) Project References

Hooksett Sewer Commission
Monday, April 02, 2018

Project Name	Community	Contact Name	Contact Information
Sewer AM; Wastewater AM CMOM	Pembroke	Paulette Malo	pembroke.nh-sewer@hotmail.com 603-485-8658
Wastewater AM	Allenstown	Jeff Backman	jbackman@allenstownnh.gov 603-485-5600 Ext 310
Water System AM Stormwater AM;	Goffstown	Megan Therriault	mtheriault@goffstownnh.gov 603-497-3617
Stormwater AM; Water AM	Salem	Dan Hudson	dhudson@salemnh.gov 603-890-2030
Water System AM	Rollinsford	Dennis St. Hillaire	d.sthilaire@comcast.net 603-742-8198
Water System AM Stormwater AM;	Seabrook	Philippe Maltais	pmaltais@seabrooknh.org 603-474-812, Ext 101