

Hooksett Sewer Commission  
Meeting Minutes  
June 17, 2019

INITIAL	COMMENTS
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This meeting was called to order at 12:00pm. Present were Chairman Sidney Baines, Commissioner Frank Kotowski, Commissioner Richard Bairam, Superintendent Bruce Kudrick, Assistant Superintendent John Clark, Guy Beloin and Kim Langlois.

**Approve and sign manifest**

**Approve meeting minutes from May 20, 2019 and June 3, 2019.** Commissioner Richard Bairam made motion to approve meeting minutes from May 20, 2019 and June 3, 2019. Commissioner Frank Kotowski seconded. All in favor, the motion was carried unanimously.

**Read Correspondence**

**Financial Report:** Guy came in and gave the commission a forecasted surplus budget for 2019.

Commissioner Frank Kotowski made motion to encumber \$68,272.00 in payroll expenses. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Commissioner Frank Kotowski made motion to encumber \$55,641.00 in maintenance and repair expenses. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Commissioner Richard Bairam made motion to transfer \$3000.00 from the Hooksett Sewer Commission checking account to the Hooksett Sewer Commission Trustees account. Commissioner Frank Kotowski seconded. All in favor, the motion was carried unanimously.

Commissioner Richard Bairam made motion to transfer \$39,891.10 from the Hooksett Sewer Commission Trust Capital Reserve account to the Hooksett Sewer checking account. Commissioner Frank Kotowski seconded. All in favor, the motion was carried unanimously.

**Scheduled Appointments: 12:30pm Matt Taylor (Bow Town Planner) RE: Buying Sewer Capacity**

Matt Taylor came in to discuss the town of Bow possibly buying sewer capacity from Hooksett Sewer for a project that they are in the early planning stages of. Once the project is further along, Matt; will meet with the commission again to discuss how much capacity would actually be needed. He just wanted to touch base with the Sewer Commission before the project gets started so that he knew if there was potential to buy capacity or not.

**Superintendent's Report:**

**Dryer:** RMI is expecting the dryer to be here mid to late August

**Bids:** The pump station bids for 3A are due July 16<sup>th</sup> by 2:00pm.

**Property Line:** SNH land surveying came out surveyed and marked the property lines for the Hooksett Sewer Commissions property.

Touch a truck is the Saturday June 22, 2019 The Sewer Commission will have a truck there

Bruce will be in court June 20, 2019 to discuss the damage done to the easement property near the movie theater last winter.

Stantec has submitted the pre application for Route 3A

John Clark discussed the pilot system updates since the last meeting

**Old Business:** None

**New Business:** Next commissioner's meeting is July 1, 2019

Quarterly Sewer bills will be going out the first week in July

**Non-public session:** Commissioner Frank Kotowski made motion to go into non-public session under RSA 91-A:3,II(a) at 12:55pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

The Hooksett Sewer Commission has decided to adopt a longevity increase program for fiscal year 2020. Attached is a chart showing how the increases will work. It is to be noted that the sewer commission has the discretion to terminate, freeze or withhold the longevity increase program at any time. Commissioner Frank Kotowski made motion to adopt the longevity increase program for the Hooksett Sewer Department as prepared by Superintendent Bruce Kudrick and Guy Beloin. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Commissioner Richard Bairam made motion to come out of Non-Public Session at 1:17pm. Commissioner Frank Kotowski seconded. All in favor, the motion was carried unanimously.

**Public Input:** None

**Adjournment:** Commission Frank Kotowski made motion to adjourn at 1:20pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,

  
Frank Kotowski

Clerk

Hooksett Sewer Commission  
Longevity fixed increase analysis  
FY 2020

table of years of longevity in service			
from	to	fixed increase	
1	5	\$	300
6	10	\$	600
11	15	\$	900
16	99	\$	1,200