

**Hooksett Sewer Commission
Meeting Minutes
August 6, 2019**

This meeting was called to order at 12:15pm. Present were Chairman Sidney Baines, Commissioner Frank Kotowski, Commissioner Richard Bairam, Superintendent Bruce Kudrick, Assistant Superintendent John Clark, Office Manager Linda O'Keefe, Kim Langlois, Dan Tatem and Rene Labranche from Stantec.

Approve and Sign Manifest

Read Correspondence

Approve minutes from July 15, 2019 Commissioners Meeting

Commissioner Richard Bairam made motion to approve the minutes from July 15, 2019. Commissioner Frank Kotowski seconded. All in favor, the motion was carried unanimously.

Financial Report: None

Scheduled Appointments Dan Tatem and Rene Labranche from Stantec RE: 3A Pump Station and Solar

Dan and Rene discussed the next steps in the bid for the 3A pump station. The bids were due July 16, 2019, the Sewer Commission has 60 days to respond to the bid opening. The Sewer Commission is waiting on word from the Town on where they are at in this process. There is a Tiff meeting on August 21, 2019 at 3:00pm where there is potential for this to be discussed. Stantec is going to write up a reference sheet for the Sewer Commission to bring to the meeting to help answer any questions that may come up regarding the pump station bid process.

Dan and Rene distributed information that they have gathered regarding a potential solar array for the land that was cleared behind the Sewer Commission office (See attached). Dan and Rene recommended a cost effective analysis be done before moving forward with any concrete solar plans, to see if it would even be cost beneficial to participate in solar. Stantec was asked by the Sewer Commission to do such an analysis, Dan and Rene said they will have it done and sent over to the Sewer Commission by this Friday August 9, 2019.

Superintendent's Report:

O'Reillys Auto Parts: Bruce is meeting Rick Blackwelder at the new O'Reillys site at 1:00pm to inspect the sewer connections that have been done because there are things that need to be fixed before a final sign off can be granted.

Mixer: Bruce needs to purchase a new mixer for the BNR Tank down at the plant. The old mixers can no longer be repaired. A new one will take about 16 weeks to come in once it is ordered and will cost around \$7418.00. The sewer commission gave their consent to purchasing the new mixer.

Sherwood Forest: There are 4 places that need to be point repaired in the sewer lines down at Sherwood Forest. The need for repairs were discovered while TV'ing the sewer lines. Bruce would like to hire Eastern Pipe Services to do the point repairs and it was estimated to be around \$10,000. The sewer commission gave consent for Bruce to go ahead with hiring Eastern Pipe Services to do the repairs.

RMI Dryer: RMI emailed Bruce regarding the status of the Shincci dryer that is being shipped from China. There was a hiccup in the shipping and the dryer is not expected to be here until September 1, 2019.

Old Business:

Linda came in to discuss potential personnel plan updates ("housekeeping updates") with the Commissioners.

The new vacation policy adopted by the Town of Hooksett was discussed and the Sewer Commission discussed whether or not to adopt the same policy.

Commissioner Richard Bairam made motion to adopt the new vacation policy drafted by the Town of Hooksett. Commissioner Frank Kotowski seconded. Chairman Sidney Baines voted against adopting the new vacation policy. All in favor, the motion was carried with a 2-1 vote.

New Business: The Sewer Commissions contribution to the annual town report is due. The Sewer Commission discussed what items to potentially mention in the town report regarding the Sewer Commission.

1. The River Crossing
2. 3A pump station
3. Sludge Dryer from RMI
4. The clearing of the land behind the Sewer Commission for potential solar array
5. The testing that continues to be done on the new phase of the plant to help future expansion

The next Sewer Commission meeting is on August 20, 2019

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

Public Input: None

Adjournment: Commissioner Richard Bairam made motion to adjourn at 2:00pm. Commissioner Frank Kotowski seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,


Frank Kotowski

To:	Sid Baines – HSC Chairman	From:	Rene LaBranche Stantec
File:	HSC – WWTF Solar Array	Date:	August 6, 2019

Reference: Hooksett WWTF – Solar Array

Recently Bruce Kudrick asked that Stantec attend a Hooksett Sewer Commissioner (HSC) meeting to discuss a potential solar array project the HSC is interested in building on the HSC property near the WWTF site. Based on discussions with Bruce, some preliminary discussions with our solar design group at Stantec and with Eversource we have summarized background information and a draft scope of work related to the preliminary design development, providing a final design, permitting, facilitating misc. approvals, and bidding/procurement assistance.

We offer the following information for consideration:

Background:

3.5-acre site just north of the WWTF behind the HSC Office
Possible solar array system size: 700 to 800 KW (peak output)
Average daily system output: 140KW to 150 KW
Recent average daily WWTF electrical usage: approx.100 KW per day
Recent electrical demand KW at the facility: 146 KW
Fairly flat land area
Trees and stumps recently removed
HSC wants to own the solar equipment
Approximate cost per PV solar panel per watt: \$1.50 to \$2.25/watt
Potential significant solar panel lead time of 6 to 9 months
Eversource
Stantec contacted:
Michael Motta, Senior Engineer – Supplemental Energy Sources
Eversource
603-634-2920
Michael.Motta@nu.com

Stantec experience:

- Completed the design of over 1,000 solar array systems in North America
- Solar array systems designed vary in size from 200 Kilowatts to 200 Megawatts
- One of our solar array design groups is located in the Northeast in Morristown, NJ.

Draft Scope of Work:

Assist with:

Pre-Application with Eversource

To start the process with Eversource a Pre-Application must be completed and submitted to Eversource with an application fee of \$500.

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Eversource General Interconnection Request Form

Eversource indicated that the General Interconnection Form can be completed and submitted with the Pre-Application. The General Interconnection form is attached.

Eversource Condition for Selling Power Back to the Grid

One condition of Eversource relating generating power and selling the excess power back to Eversource through their Supplemental Energy Sources program is that the generator must initially purchase their power from Eversource. Based on the Eversource monthly invoice provided it appears that the HSC purchases power from Constellation NewEnergy.

System Impact Study

Once the Pre-Application and General Interconnection Request form are submitted and reviewed and the HSC decides to move forward with the project, Eversource would have one of the (5) five consultants perform a System Impact Study to determine if and what upgrades may be required to the Eversource power distribution system. The cost for the impact study would be borne by the HSC.

Perform:

Preliminary Phase:

1. Cost effective analysis
 - Size of system
 - System efficiency
 - Capital cost of system
 - Evaluate facilities present electrical usage and possible future needs associated with planned upgrades
 - Project financing approach
 - Average daily power generation
 - Credit for power sold back to the utility
 - Net cost of the solar array system
 - Estimated system pay-off
 - Develop a projected project schedule
 - Identify potential project grants and funding programs

Preliminary Design Phase

1. Site evaluation – Survey and geotechnical
2. Site visit to evaluate the existing electrical service configuration
3. Evaluate facility present electrical usage and possible future needs associated with planned upgrades
4. Investigate the net zero electrical power generation policy in NH
5. Determine required permitting – likely NHDES AoT and Shoreland
6. Submit concept plans to local building inspector
7. Should submit plans to the Town's Planning Board for informational purposes
8. Coordinate NHDES WW Engineering Bureau for review and approvals

Final Design Phase

1. Develop a conceptual solar array plan and electrical systems interconnection design (NH PE required)
2. Develop a performance spec. for the solar equipment, installation and startup

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Reference: Hooksett WWTF – Solar Array

3. Develop a civil site plan with stormwater design and report
4. Develop a procurement spec.

Bidding/Procurement Phase

1. Assist Client with project procurement
2. Identify 3-5 qualified commercial Solar Contractors to invite to bid the project.
3. Evaluate bids
4. Provide award recommendation
5. Construction admin. services

Based on the discussions with the Commissioners, we can modify the approach for this project accordingly.

If you have any questions, please call.

Stantec

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Senior Principal

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c. Bruce Kudrick
HSC Commissioners
Dan Tatem