

Hooksett Sewer Commission  
Meeting Minutes  
December 3, 2019

INITIAL	COMMENTS
RP	
AK	
TRW	

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 and Kim Langlois.

**Approve and sign manifest**

**Read Correspondence**

**Approve Minutes:** Commissioner Richard Bairam made motion to approve the minutes from November 19, 2019. Commissioner Frank Kotowski seconded. All in favor, the motion was carried unanimously.

**Financial Report:** None

**Scheduled Appointments:** 12:00pm Krishna Gurung of 54 Martins Ferry Road **RE: Abatement**  
12:30pm Public hearing on revised sewer ordinances

**Krishna Gurung:** Resident did not show up for his scheduled meeting however the sewer commission was willing to deduct \$652.74 from the customers sewer bill provided that the customer can submit proof that the leak was in fact from an outside faucet and that it was fixed.

Commissioner Richard Bairam made motion to adjust Krishna Gurung's sewer bill by \$652.74 provided the customer can submit proof that it was an outside leak and that it was indeed fixed. They also granted Linda O'Keefe permission to adjust next quarters bill as she sees fit. Commissioner Frank Kotowski seconded. All in favor, the motion was carried unanimously.

**Public Hearing:** The Public Hearing was opened for the revisions to the Sewer Ordinances and the increase to sewer permit fees. The Public hearing is to remain open for one hour. A copy of the outline of revisions made is attached. Each change was read aloud and explained by Superintendent Bruce Kudrick.

Section 2.7 (B) on page 30 of the ordinances regarding "abandonment of Services" shall be changed to: "A vacated service ("capped service") that has been unused for a period of two years will lose prior capacity."

The State of NH requires a copy of ordinances every five years.

Commissioner Frank Kotowski made motion at 1:30pm to accept all proposed changes to the sewer ordinances and the price increase for sewer permits. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

**Superintendent's Report:** Bruce is currently in touch with a Lawyer from Sheehan, Phinney and Bass regarding getting an answer to whether or not the Sewer Department is obligated to present their budget to the Budget Committee and whether the Budget Committee has any jurisdiction to cut the sewer budget. (A copy of the Sewer Commissions budget with revisions is attached).

Commissioner Frank Kotowski made motion to place the budget on file with objections. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

**Permit Issues:** There seems to be a growing problem with Business' opening within Hooksett without final sign off's by the sewer department. The new medical center near the movie theater was allowed to open without proper sign off from the sewer department. The new Northeast Credit Union opened without the proper sign off from the sewer department. This issue causes permit problems and results in unpaid fees and proper documents to be filed with the sewer commission. The Sewer Commission is requesting that there be a meeting between themselves, the town administration and the water departments to finally get some clarification on this issue.

**Dryer:** RMI is coming down within the week to help move the conveyer belts to the shincci dryer down at the plant. They are currently in the way where they are located.

**Old Business:** None

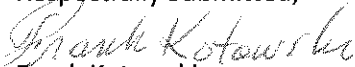
**New Business:** The next Sewer Commission meeting is December 17, 2019

**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 1:40pm. Commissioner Frank Kotowski seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,

  
Frank Kotowski

Clerk



## Hooksett Wastewater Treatment Facility

Board of Sewer Commissioners  
1 Egawes Drive  
Hooksett, NH 03106  
(603) 485-7000

<u>PAGE</u>	<u>SECTION</u>	<u>EXPLANATION</u>
2	N/A	Added SMH – Sewer Manhole
2	N/A	Add Accessory Dwelling Unit
5	N/A	Customer Units – wording change
6	N/A	Dwelling Unit – additional wording
21	2.1 (D)	Alter section as per Sewer Commission meeting 4/15/19
22	2.1 (E)	Wording Added
24	2.3 (D)	Added Section
24	2.3 (E)	Added wording
25	2.3 (H)	Added
26	2.4 (G)	Added Section
26	2.4 (H)	Wording Change
30	2.7 (B)	Added
31	2.11	Title Change
38	3.2 (C)	Added Paragraph
50	5.3 (D)	Take out
51	5.5	Wording taken out
66	10	Total Section redone
69	10.2 (7)	Added
70	10.5 – 1(B)	Change System Development Fee from \$3,000 to \$6,200
70	10.5 – 1(E)	Change Fee from \$1,500 to \$3,000
70	10.5 – 1(F)	Added Townhouse or Condo
71	10.5 – 1(I)	Changed wording
79	Appendix B	Updated Table
86	Appendix D	Updated Fees

- D. The connection of floor drains is not allowed where located below the 100-year flood elevation. Any drains that are likely to convey oil or gas shall be pipe through an external oil/gas trap in accordance with the Design and Construction Standards for Sewer Works. The trap shall be owned and maintained by the Property Owner and approved by the Board.
- E. ~~No person shall obstruct the free flow of air through any drain or soil pipe.~~
- F. All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the Superintendent. Pipe laying and backfill shall be performed in accordance with ASTM specifications. No backfill shall be placed until the work has been inspected by the Superintendent or his/her representative. Such inspections shall, in all cases, be a prerequisite to the approval of building sewers. Any uncovering ordered by the Superintendent for such inspection shall be the responsibility of, and at the expense of, the building sewer owner.
- G. All customer services, installed after 1985, shall be equipped with proper **backwater valves** to protect the premises from damages in the event of a sewer backup. The Board will not be responsible for damages to premises for any backup.
- H. All sewer inspections are to be scheduled with 24 hour notice, Monday through Friday only, between the hours of 9:00 AM and 3:00 PM. There are no inspections Saturday, Sunday or any Town Holiday. Any inspection that must be performed after 3:00 PM Monday through Friday will be levied an additional \$100 *inspection* fee. The connection and testing shall be made under the supervision of the Superintendent/Staff or authorized agent of the Hooksett Wastewater Treatment Facility. Any violators will be charged all costs incurred by the Hooksett Wastewater Treatment facility to make inspection and any correction.
- I. The building sewer shall be tested for infiltration/ex-filtration according to Env-Wq 703.04 or as directed by the Superintendent. All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from any hazards. Streets, sidewalks, parkways and other public property disturbed in the course of work shall be restored in a manner satisfactory to the Superintendent at the Owner's expense when the Owner(s) or their Agents perform such work.
- J. The connection of the building sewer into the public sewer shall conform to all building and plumbing codes or other applicable rules and regulations of the Town of Hooksett. Connections can also be subjected to procedures set forth in appropriate specifications of the ASTM and the WEF Manual of Practice No. FD-5. All such connections shall be made gas and watertight and verified by proper

## Wastewater Budget

11/20/2019

ITEM NAME	2018-19 EXPENDITURES	2019-20 APPROVED	2020-21 COMMISSION REQUEST	2020-21 COUNCIL RECOMM.	2020-21 BUDGET COMM. RECOMM.	2020-21 Default Budget
<b>SYSTEMS OPERATIONS</b>						
Wages & Security						
Wages	373,362.15	352,090	375,026		375,026	352,090
Social Security	27,686.12	26,899	28,652		28,652	26,899
Workman's Comp	2,374.00	5,070	5,400		5,400	5,070
Retirement	37,442.97	39,328	44,628		44,628	39,328
NH Unemployment	6.39	19	19		19	19
Health Insurance	118,371.96	129,657	151,947		151,947	129,657
Life & Disability	5,404.76	5,950	6,322		6,322	5,950
Uniforms	6,504.27	5,433	6,295		6,295	5,433
Utilities						
Electricity	151,382.70	152,472	157,872		182,872	152,472
Heat	22,339.50	24,769	29,845		24,318	24,769
Telephone	11,540.79	12,440	14,400		14,400	12,440
Water	9,089.19	12,701	18,944		18,944	12,701
Laboratory	18,519.25	27,319	28,695		28,695	27,319
Chlorine	5,755.22	8,288	7,664		7,664	8,288
EPA Testing	2,820.00	3,200	3,200		3,200	3,200
Sludge Disposal						
Polymer	4,812.50	14,619	12,183		12,183	14,619
PAC	26,461.55	38,760	39,240		39,240	38,760
Magnesium Hydroxide	12,869.38	34,205	56,264		56,264	34,205
Maintenance	11,150.35	4,872	4,872		4,872	4,872
Testing	4,945.50	5,428	7,847		7,847	5,428
Truck Loader Maintenance	9,046.32	9,000	9,000		9,000	9,000
Defoamer/Caustic Soada	0.00	7,262	6,756		6,756	7,262
Hauling Biosolid	88,747.17	120,931	128,419		93,419	120,931
Sludge Management	780.00	1	1		1	1
EcoFiber	0.00	1	1		1	1
Maintenance						
Plant	78,161.23	56,683	57,164		57,164	56,683
Pump Stations	36,436.66	9,000	9,257		9,257	9,000
Mains & Manholes	44,612.73	43,240	46,920		46,920	43,240
Vehicle Maintenance	16,710.91	4,000	4,000		4,000	4,000
Vehicle Fuel	7,475.04	12,048	12,648		11,594	12,048
Miscellaneous						
New Equipment	0.00	3,000	3,000		3,000	3,000
Alarm & Rent	4,520.75	4,200	6,183		6,183	4,200
Mileage	1,560.17	1,200	1,200		1,200	1,200
Eng. Constru. EPA map	0.00	18,000	29,000		29,000	18,000
Education	3,313.78	2,500	2,500		2,500	2,500
Capital Replacement Prog	105,000.00	102,000	102,000		102,000	102,000
Reclamation of Land	0.00	12,000	12,000		12,000	12,000
EPA Testing for permit	0.00	-	857		857	-
<b>SUBTOTAL SYSTEM OPERATIONS</b>	<b>1,249,203.31</b>	<b>1,308,585</b>	<b>1,430,221</b>	<b>-</b>	<b>1,413,640</b>	<b>1,308,585</b>
<b>OFFICE OPERATIONS</b>						
Commissioners Wages	5,750.00	5,000	5,000		5,000	5,000
Expenses	1,207.14	1,500	1,500		1,500	1,500
Mileage	454.67	1,000	1,000		1,000	1,000
Wages & Security						
Wages	139,291.77	115,084	123,715		123,715	115,084
Social Security	10,180.60	8,792	9,452		9,452	8,792
Workman's Comp	213.00	500	500		500	500
Retirement	10,373.10	12,855	14,722		14,722	12,855
NH Unemployment	2.72	10	10		10	10
Health Insurance	30,421.20	36,195	37,162		37,162	36,195
Life & Disability	826.60	1,945	2,091		2,091	1,945
Utilities						
Electricity	4,661.60	4,700	4,700		4,700	4,700
Telephone	3,570.44	3,717	3,718		3,718	3,717
Water	307.05	186	186		186	186
Heat	3,115.91	2,434	4,204		4,204	2,434

## Wastewater Budget

11/20/2019

ITEM NAME	2018-19 EXPENDITURES	2019-20 APPROVED	2020-21 COMMISSION REQUEST	2020-21 COUNCIL RECOMM.	2020-21 BUDGET COMM. RECOMM.	2020-21 Default Budget
Supplies	13,112.28	17,010	17,759		17,759	17,010
Office Equipment	2,283.39	1,000	1,000		1,000	1,000
Equipment Maintenance	833.60	2,000	2,000		2,000	2,000
Legal	510.00	83,292	83,292		15,000	83,292
Audit	1,800.00	1,800	3,000		3,000	1,800
BLDG. Office Maintenance	2,763.57	3,000	3,000		3,000	3,000
<b>SUBTOTAL OFFICE OPERATIONS</b>	<b>231,678.64</b>	<b>302,020</b>	<b>318,011</b>	<b>-</b>	<b>249,719</b>	<b>302,020</b>
<b>DEBT SERVICE</b>						
State Revolving Loan	251,371.60	251,371	251,371		251,371	251,371
State Revolving Loan	218,000.00	213,178	208,357		208,357	208,357
State Revolving Loan	0.00	0.00	176,395		176,395	176,395
<b>SUBTOTAL DEBT SERVICE</b>	<b>469,371.60</b>	<b>464,549</b>	<b>636,123</b>	<b>0</b>	<b>636,123</b>	<b>636,123</b>
<b>GRAND TOTALS</b>	<b>1,950,253.55</b>	<b>2,075,153</b>	<b>2,384,355</b>	<b>-</b>	<b>2,299,482</b>	<b>2,246,728</b>

**Explanations:**

**Town Council:**

Budget was not submitted for Town Council review.

**Budget Committee:**

Systems Operations - Electric was increased by \$25,000.

Systems Operations - Heat was reduced by \$5,527.

Systems Operations - Hauling Bio-solid was reduced by \$35,000.

Systems Operations - Vehicle Fuel was reduced by \$1,054.

Office Operations - Legal was reduced by \$68,292.