

Hooksett Sewer Commission
Meeting Minutes
January 7, 2020

INITIAL	COMMENTS
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JFK GRK	

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 workshop minutes and regular minutes from December 17, 2019. Commissioner Frank Kotowski seconded. All in favor, the motion was carried unanimously.

Financial Report: None

Scheduled Appointments: 12:15pm Dubay Group (Doug McGuire) **RE: Bernice Street Subdivision**
Bernice Street Subdivision is made up of 27 single family house lots. They are looking to start building in the spring. Doug presented detailed plans to everyone in attendance at the meeting and gave a thorough presentation on where the sewer would be and how it would connect outside of the development. Superintendent Bruce Kudrick was fine with the potential layout, his only concern was with the connection from a private forced main to public services. Superintendent Bruce Kudrick recommended that Town Engineer; Bruce Thomas be informed of this. Superintendent Bruce Kudrick said he would talk to Bruce Thomas himself regarding the matter. Doug was informed of the \$167,400 system development fee that will be due to the sewer department before any sewer pipes gets put in and the permit fee of \$100/house that will need to be paid as the houses are built. The Sewer Commission also requires an escrow amount of \$10,000 to start for the Engineer; Rick Blackwelder. Superintendent Bruce Kudrick also requests 6 sets of stamped plans.

Superintendent's Report:

Ammonia: Assistant Superintendent John Clark talked about the high ammonia levels the plant has been experiencing and how they are working with Underwood Engineering to combat them.

Pilot Testing: Part of the pilot program for the upgrades to the plant is to do "Extreme Conditions" testing. A cold water test still needs to be completed but they are waiting for the waste to get colder in order to run this test.

Fire Department Drains: The contractor working on the drainage at the fire department had multiple complications which cause Superintendent Kudrick to have to work beyond his set time. Superintendent

Kudrick drafted a bill to submit to Bruce Thomas for the overtime he occurred dealing with these issues and for the Ferrco couplings that Superintendent Kudrick supplied to the contractor.

Letter from Attorney for Budget Committee: Superintendent Kudrick had the Sewer Commission read over the letter the Attorney drafted to be submitted to the budget committee. The Sewer Commission was satisfied with the letter and gave Bruce permission to send it to the Budget Committee.

Violations: There were no violations down at the plant for the month of December

Pre-bid meeting: The pre-bid meeting for the Main Street Pump Station is scheduled for January 21, 2020.

Flow Chart: Superintendent Kudrick passed out his yearly flow chart for 2019. (See attached)

Raises: Superintendent Kudrick recommended revisions be made to the Sewer Commissions rules and regulations on how raises are given to be more clear and accurate with how things are currently done.

Old Business: Superintendent Job opening will be posted ASAP. Discussion was had on where it should be posted and for how long.

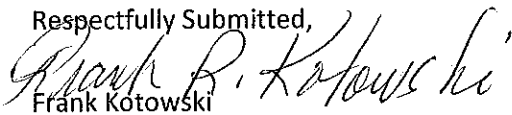
New Business: Next Sewer Commission meeting is January 21, 2020

Non-Public Session: The Sewer Commission went into Non-Public session at 2:20pm in accordance with RSA 91-A:3,II(a). Commissioner Frank Kotowski made motion to go into non-public session at 2:20pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously. The Sewer Commission came out of non-public session at 2:50pm. Commissioner Frank Kotowski made motion to come out of non-public session at 2:50pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously. Plant employee Mike Desaulniers was given a \$1.00 pay increase.

Public Input: None

Adjournment: Commissioner Frank Kotowski made motion to adjourn at 2:52pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,


Frank Kotowski

Clerk

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