

Hooksett Sewer Commission
March 17, 2020
Meeting Minutes

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 and Kim Langlois.

Approve and Sign Manifest

Read Correspondence

Approve Minutes: Commissioner Frank Kotowski made motion to approve the minutes for March 3, 2020. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Financial Report: None

Scheduled Appointments: 12:15pm John Dunster from Revision Energy RE: Q & A with the Commissioners

Revision Energy: John came in to give the sewer commission a brief update on where Revision Energy is at with the solar project. An impact study is being requested by Eversource. The sewer commission had to sign a permit for the study to be done. The cost of this study is estimated to be around \$5000.00. John stated that at this point they are ready to get any and all required permits from the Town of Hooksett. Superintendent Bruce Kudrick was going to go to the town hall to get on the agenda. The plan is for Revision Energy to start setting the solar array in June of 2020.

Commissioner Frank Kotowski made motion to sign the impact study for Eversource. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Superintendent's Report:

Village Water Meeting: Superintendent Bruce Kudrick attended a meeting held by Village water last week. It was an informational meeting in regards to the plans that Village water has for the future.

RMI: Charley Hanson from RMI is keeping us updated on the progress with NHDES in getting the green light to operate the Shincci dryer pilot program

Easement letters: Superintendent Bruce Kudrick sent out letters to the Hooksett Memorial School and SNHU asking them to clean and maintenance the easement areas they own so that the Hooksett Sewer Commission can access them if needed. Regular maintenance of these areas is required.

COVID-19: Concerns regarding plans and expectations for the employees at the Hooksett Sewer Commission were discussed. The Hooksett Sewer Commission office is currently closed to the public. A notice and all information regarding this can be found on our website (www.hooksettsewer.com).

Old Business: Commissioner Frank Kotowski made motion to approve the testing update for Underwood Engineering. Commissioner Richard Bairma seconded. All in favor, the motion was carried unanimously.

New Business: There were changes made to the Hooksett Sewer Commissions personnel plan. The changes are attached to these minutes. Commissioner Frank Kotowski made motion to accept and approve the changes made to the personnel plan. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Discussion was had regarding what should be included in the acceptance letter for the new Superintendent. The letter will be drafted and mailed out once completed.

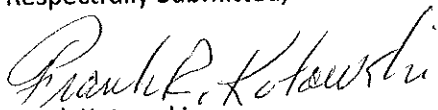
The next Sewer Commission meeting is scheduled to be on April 7, 2020.

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

Public Input: None

Adjournment: Commissioner Frank Kotowski made motion to adjourn at 1:17pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,



Frank Kotowski

Clerk

WHAT IT WAS

Call-outs. Non-supervisory employees called out to perform emergency work on other than paid holidays shall be compensated for at least three hours of work. If a call-out is on a paid holiday, the call-out pay will be in addition to the holiday pay. See Appendix A for detailed Hooksett Wastewater Treatment Facility "On Call and Call In Policy".

Compensatory time. An employee who is classified as hourly (non-exempt) is eligible for compensatory time. An employee is eligible for compensatory time if their work hours during a single pay period exceed their regular work schedule. If the employee chooses compensatory time in lieu of overtime, approval must be obtained from their supervisor. The calculation of work hours includes all approved absences and does not include unapproved absences. Work conducted over the regular work schedule in a single pay period will be given to the employee at a rate of time and one half in the form of paid time off. Employees will be encouraged to use compensatory time as soon as possible after the time is accrued. In no case will an employee be allowed to accrue more than twenty (40) hours of compensatory time. **Accrued compensatory time must be used during the fiscal year in which it was accrued.** In the rare instance when an employee wants to carry over any unused compensatory time into the next fiscal year, approval must be received from the Supervisor, otherwise, the leftover compensatory time is forfeited.

All hourly (non-exempt) employees will be compensated at the rate of time and one half for any time worked over and above the normal eight (8) hour working day or when any employee works more than forty (40) hours in any given week. ~~All salaried employees will not be paid time and one half, but will be compensated by taking time off. Accumulation of compensatory time, for any employee (hourly or salaried) will not exceed more than forty (40) hours.~~

When the employment of an employee ends, for any reason, the employee will be eligible for payment of accrued compensatory time up to the 40-hour cap.

- * All salary (exempt) employees are exempt from compensatory time provisions and thus are ineligible to accrue compensatory time. *

Flextime. Flextime is a schedule or arrangement by which an employee may work an alternate work schedule within specific limits dictated by the needs of the job, conforming to the requirements of the department, and is subject to supervisor review and approval. As an example, if an employee arrives to work 30 minutes beyond the regularly scheduled start time, but could work an additional 30 minutes at the end of the shift to make up the time, then the supervisor has the authority to allow that employee to work the additional 30 minutes on that day or another day as long it's all during the same pay period. Alternatively, an employee who works an extra 30 minutes on a particular day, and wishes to leave work early by 30 minutes on the same day or another, may do so as long as it is within the same pay period and has approval of the supervisor. The end result being no overtime or comp time would be accrued or used, and the employee would be paid for their normal work week.

When a flextime schedule or arrangement is used, it is the supervisor's responsibility to ensure that staffing is always available to meet the operational requirements of the department as well as the needs of the public during normal business hours. The supervisor has the discretion to determine if staffing coverage is adequate and sufficient to meet the operating requirements of the department. The supervisor may, at their discretion, implement, continue, discontinue or modify flextime work schedules. The supervisor has the right to return an employee to a standard work schedule. The supervisor ensures that flextime is administered consistently and equitably within the department. The employee must plan and organize their time to meet the job requirements established by the supervisor.

Payroll deductions for all employees. There are two categories of payroll deductions, those required by state or federal law and those authorized by the employee. Payroll deductions required by state and federal law include federal withholding, FICA, NHRS, and wage

What It Should Look Like

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