

**Hooksett Sewer Commission
Meeting Minutes
May 5, 2020**

This meeting was called to order at 12:00pm. Present were Chairman Sidney Baines, Commissioner Frank Kotowski, Commissioner Richard Bairam, Superintendent Bruce Kudrick, Superintendent Ken Conaty, Assistant Superintendent John Clark and (by remote access) Guy Beloin.

Approve and Sign Manifest

Read Correspondence

Approve Minutes: Commissioner Richard Bairam made motion to approve the workshop and regular meeting minutes from March 17, 2020. Commissioner Frank Kotowski second. All in favor, the motion was carried unanimously.

Financial Report: From remote access Guy gave a brief overview of the Sewer Commission accounts.

- Commissioner Frank Kotowski made motion to transfer \$3,768.00 from the Hooksett Sewer Commission Plant and Composting account to the Hooksett Sewer Commission checking account (unreimbursed balance as of March 31, 2020 for Route 3A Sewer line extension.) Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.
- Commissioner Richard Bairam made motion to transfer \$1,494,920.00 from the Hooksett Sewer Commission Plant and Composting account to the Hooksett Sewer Commission checking account (renewable energy system installation project). Commissioner Frank Kotowski seconded. All in favor, the motion was carried unanimously.
- Commissioner Frank Kotowski made motion to transfer \$3000.00 from the Hooksett Sewer Commission checking account to the Hooksett sewer commission property enhancements account (Old Castle rent collected from January to March 2020). Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.
- Commissioner Richard Bairam made motion to transfer \$450.00 from the Hooksett Sewer Commission Property Enhancements account to the Hooksett Sewer Commission checking account (reimbursed balance as of March 31, 2020 for S&H Land clearing). Commissioner Frank Kotowski seconded. All in favor, the motion was carried unanimously.

Scheduled Appointments: 12:15 Shaun Vando from TF Moran RE: Starbucks Project

Starbucks: Went over the sight plans for the new Starbucks. The issue at hand is finding out how much sewer capacity the Starbucks is going to need. If information from an identical Starbucks could be submitted to the Sewer Commission, they would go off of those numbers. If that information cannot be provided than the Sewer Commission uses an estimate of two years from the prior business to determine the sewer capacity needed. Shaun said that they will try to get that information and submit it to the sewer commission. Discussion was had regarding an old agreement that was written for trade of an easement for that property and what affect that has on the property currently. The parties involved agreed to meet again to discuss the developments and or progress made with this situation.

Superintendent's Report:

Land Prep: All of the metal from the property behind the sewer commission office has been cleared out and Advanced paving came in and removed all of the tree stumps.

Richardson Electric: Richardson electric did a thorough evaluation of the electrical at the plant and pump stations. A few switches and a breaker need to be replaced.

Loader: Bruce had the loader maintenance

Cleaning and TV of sewer lines: The yearly cleaning and inspection of the sewer lines was done. A leak was found on Riverside road by the village fire station. Bruce had advanced paving raise a sewer man hole that was 2ft under the pavement and also had them replace near route 3 that had been hit. Bruce had Duke's Root Control clean out roots that were found while inspecting the sewer lines on Sherwood drive.

Brox: Brox has been using about .350 gallons per day. They had a problem with the flow meter on a float switch and are down to about .074 gallons per day.

Plant: More disks had to be added into the IFAS Tank down at the plant. It is up to 35% from 30%. A flow test was performed and the paperwork regarding the test is attached to the minutes.

Kmart Pump Station: The Kmart pump station had a check valve break and pump #2 lost a barring. Bruce ordered a new pump back in October. The pump check valve is over 46 years old. The new pumps will be put in this week.

State Stimulus money: Superintendent Conaty applied for a state program for stimulus money toward future projects. All the necessary paperwork was filled out and sent to the NHDES. \$250,000 for the Main street pump station, \$4.5 million for Phase 3A, \$1.5 million for the solar project and \$100,000 for the chlorination system.

Waste Pump: There was an issue with the waste pump down at the plant loosing prime. This was resulting in staff being called to come in and re-prime the pump. Foam in the clarifier was the reason the

pump was losing prime. A water sprayer had to be put out to knock down the foam this is going to result in the plants water bill being higher than normal. As the mass gets lowered in the system the foam should go away.

FEMMA: Superintendent Conaty gathered all the receipts that the plant and office had for cleaning supplies bought due to COVID-19. There is an opportunity for these expenses to be reimbursed.

Easements: Letters regarding easements were sent out to Village Water and the American Legion. Superintendent Conaty spoke with Village Water and they said they will rewrite the easement to make it a utility easement for both the water and sewer.

Time Sheets: Superintendent Conaty showed and explained the new time sheets that will be implemented at the plant.

Tablets: Superintendent Conaty showed the sewer commission the new set up for inspections that can be found on the tablets using the asset management program. Superintendent Conaty would like to purchase another tablet and chrome book for use at the plant.

Manchester Sand and Gravel: Superintendent Kudrick and a member of Manchester Sand and Gravel walked the property and found three out of the four boundary markers of the land leased to Old Castle. Discussion was had about clearing about a half acre more of the land for potential use.

Selling Equipment: Superintendent Conaty has been researching Government sights that are available to sell some of the unused sewer equipment being stored at the plant and within the sewer commission office basement.

COVID-19: Superintendent Conaty asked the board for clarification for COVID childcare prior to April 1, 2020. The board stated they would honor their discussion of coverage, at 100% for two weeks only, prior to knowing about the FFRCA.

Cell Phones: Superintendent Kudrick has a work issued cell phone. With his pending retirement discussion was had about him keeping the phone number associated with the phone. The Sewer Commission was ok with him having the number transferred over to his own personal account, if possible. He will turn in the work issued cell phone on his last day of employment. Superintendent Conaty would prefer to use his personal cell phone as his work phone and the possibility of a stipend for his cell phone was discussed.

Old Business: None

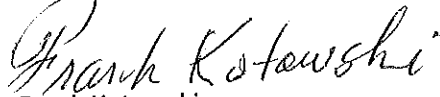
New Business: The next Sewer Commission meeting will be on May 19, 2020.

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

Public Input: None

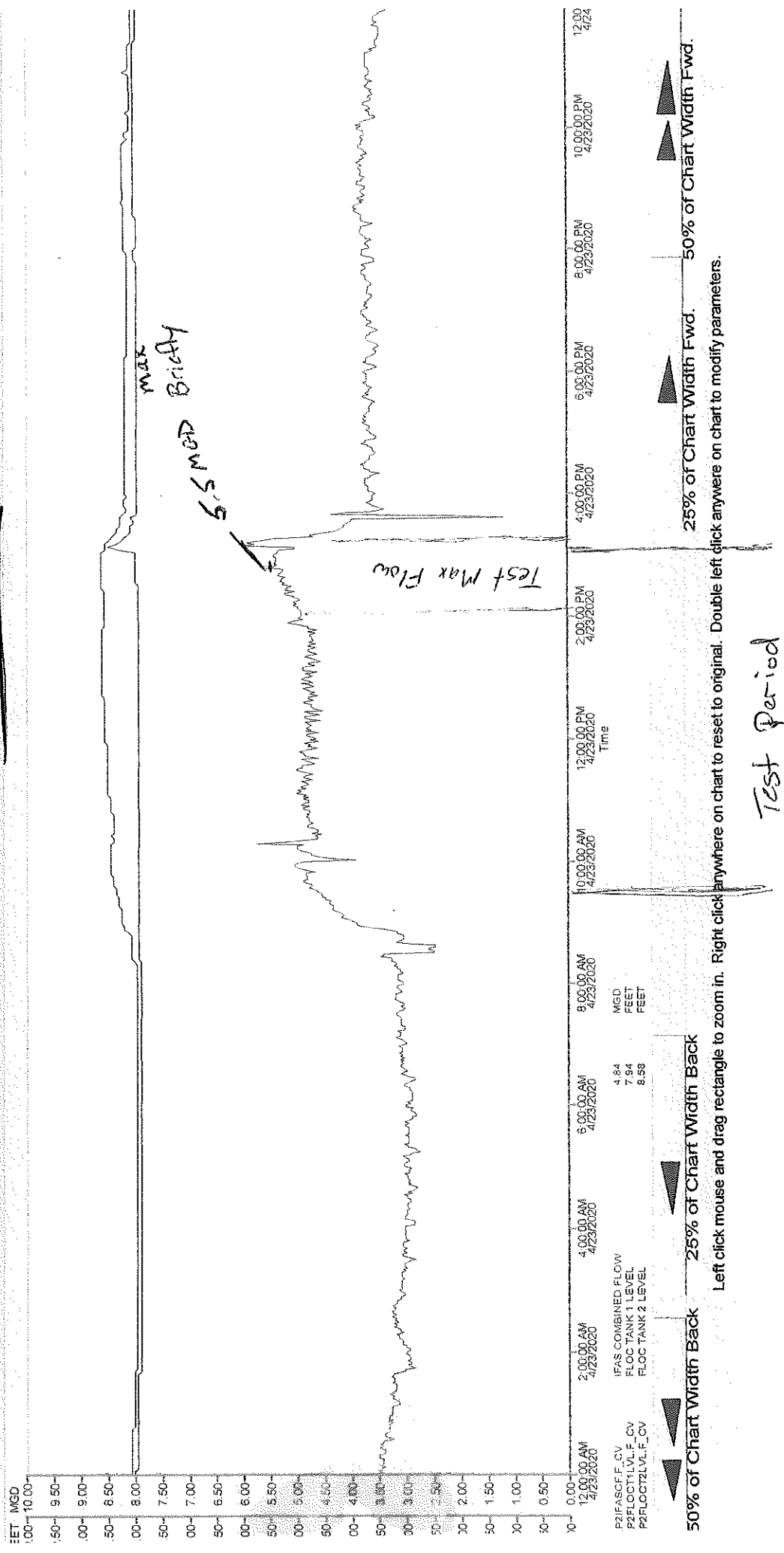
Adjournment: Commissioner Frank Kotowski made motion to adjourn at 3:00pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Frank Kotowski".

Frank Kotowski
Clerk

FLOC TANK LEVEL AND IFAS FLOW 24-HR

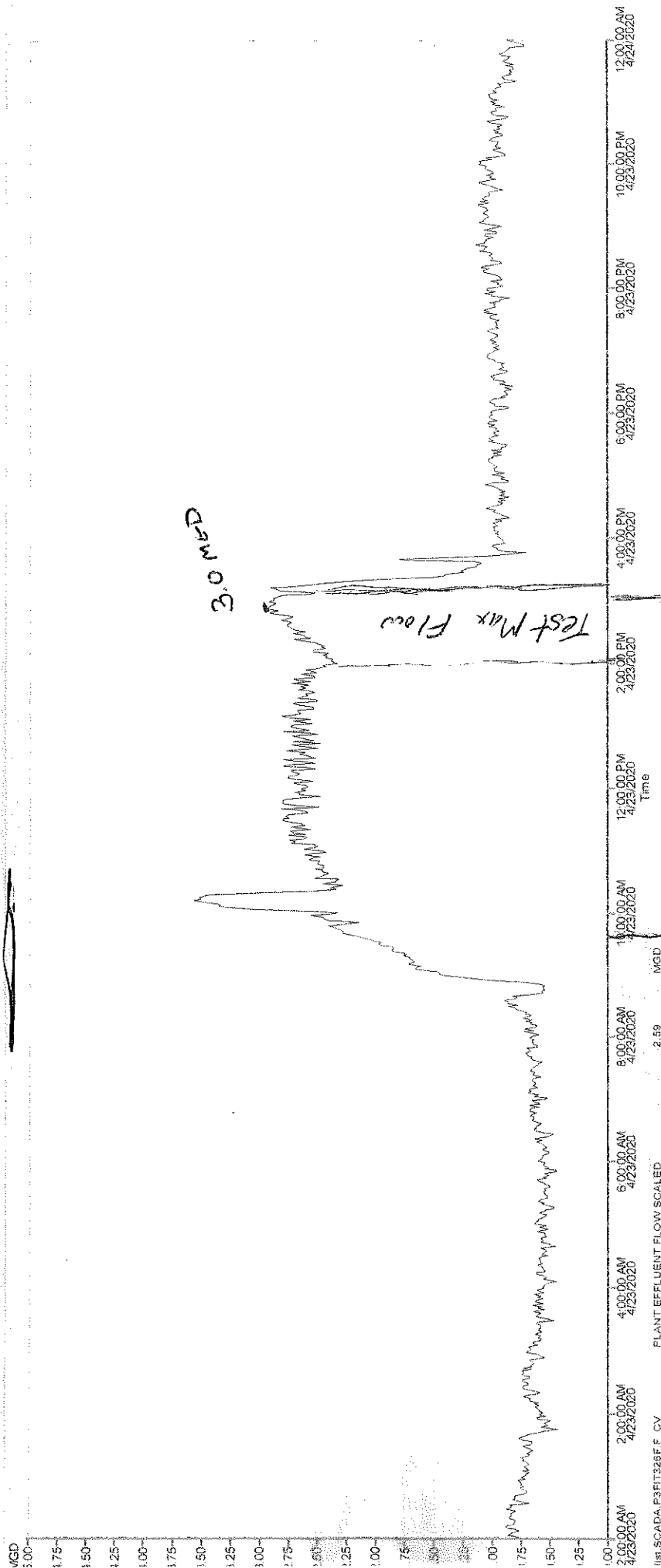


50% of Chart Width Back

25% of Chart Width Back

50% of Chart Width Back

Left click mouse and drag rectangle to zoom in. Right click anywhere on chart to reset to original. Double left click anywhere on chart to modify parameters.



50% of Chart Width Back

25% of Chart Width Back

25% of Chart Width Fwd

50% of Chart Width Fwd

Left click mouse and drag rectangle to zoom in. Right click anywhere on chart to reset to original. Double left click anywhere on chart to modify parameters.

INFLUENT (sample point G)
 Sample Date: 4-23-20
 Time: 8:30 am/pm
 Sampler: LL

Setup Date: 4-24-20
 Time: 8:40 am/pm
 Analyst: ST

EFFLUENT (sample point H)
 Sample Date: 4-23-20
 Time: 8:35 am/pm
 Sampler: LL

Setup Date: 4-24-20
 Time: 8:40 am/pm
 Analyst: ST

Incubator Temp. (in Celsius to the tenth)
 Start: 20.0
 Finish: 20.0

Time In: 9:35 am/pm
 Time Out: 8:00 am/pm
 Date Read: 4-29-20
 Analyst: ST

pH of Dilution Water: 7.07
 Influent pH: 7.20
 Effluent pH: 7.22

BOD mg/l:
 Initial D.O. - Final D.O. x 300
 Sample Size
 BOD Removal %:
 BOD Inf - BOD Eff x 100

Typically read on Wednesdays

SAMPLE	BOTTLE #	SAMPLE SIZE	INITIAL D.O.	FINAL D.O.	DEPLETION	BOD mg/l
Blank	10	300 mls	9.1	8.9	.2	H L OK
Blank	11	300 mls	9.1	8.9	.2	H L OK
Effluent	12	75 mls.	9.2	6.8	2.4	10
Effluent	13	100 mls.	9.3	5.4	3.9	12
Effluent	14	125 mls.	9.3	5.4	3.9	9
		mls.				
		mls.				
Effluent Dup.	15	100 mls.	9.3	5.3	4.0	12
Influent	16	3 mls.	9.3	6.2	3.1	310
Influent	17	5 mls.	9.3	4.6	4.7	282
Influent	18	7 mls.	9.3	2.3	7.0	300
*Standard/Seed	19	10 mls. Eff.	9.4	4.1	5.3/4.9	** 245
		6 mls. Standard			.4	139 - 257
						Valid (yes/no)

$3.9/100 = .039 \times 10 = .39$
 (.9)

RESULTS

Influent BOD :	297
Effluent BOD :	10
Removal % :	97%
Effluent Daily Max :	50

D.O. depletion needs to be at least 2.0 from the initial D.O. and/or have at least 1.0 remaining. If not, that dilution can not be used in calculation.

*Standard/Seed: Find depletion of Eff that depleted 40%-70%(Depletion/Initial D.O.) /sample size x 10 mls. of Eff. in standard = Seed Correction

**Standard Calculation : [(Depletion of standard-seed correction) x 300 / 6mls. of Universal Wastewater Standard

*** Influent and Effluent samples are taken from 24hr. composite samplers

DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER DIVISION
 WASTEWATER ENGINEERING BUREAU
 PERMITS & COMPLIANCE SECTION
 P.O. BOX 95
 CONCORD, NEW HAMPSHIRE 03301

HOOKSETT TREATMENT FACILITY
 Permit # NH0100129
 CHIEF OPERATOR: BRUCE KUDRICK
 MONTH- April YEAR- 2019

DATE	Day of Week	Rain/Snow Inches	Wastewater Flow				D.O. mg/l	pH			Cl mg/l	Cu gals.	Brox Flow MGD	Total Flow To River MGD	Nutrients mg/l				lb/Day					
			Influent	Effluent	Min	Max		EFF	INF	EFF					mg/l	gals.	gals.	ug/l		MGD	T.P.	AL	AS	NH3
1	M	0		0.819	0.351	1.737	3.9	7.88	7.03	0.6	18	17.0		0.819										
2	TU	0.1		0.726	0.308	1.816	3.8	8.07	7	0.5	15	22.0		0.726										
3	W	0		0.759	0.314	1.459	3.4	8.1	7.01	0.53	16	15.0		0.759										
4	T	0		0.694	0.287	1.175	3.6	8.29	7.09	0.8	17	19.0		0.694										
5	F	0		0.720	0.269	1.486	3.9	8.23	7.07	0.81	18	18.0		0.720										
6	S	0		0.700	0.293	1.334	3.4	7.32	7.06	0.29	16	10.0		0.700										
7	S	0.2		0.715	0.259	1.270	3.5	7.32	7.20	0.25	16	22.0		0.715										
8	M	0.1		0.770	0.284	1.658	3.6	7.94	7.04	0.62	17	20.0	0.278	0.492										
9	T	0.2		0.704	0.305	1.288	3.4	7.97	7.01	0.48	18	14.0	0.296	0.408										
10	W	0		0.753	0.253	1.621	3.3	7.89	7.09	0.50	5	22.0	0.290	0.463										
11	T	0		0.993	0.290	3.437	3.1	7.95	7.02	0.55	22	17.0	0.284	0.709										
12	F	0.1		0.720	0.256	1.529	4.1	7.78	7.08	0.73	14	17.0	0.271	0.449										
13	S	0.1		0.721	0.281	1.349	3.7	7.51	7.17	0.33	16	16.0	0.279	0.442										
14	S	0.5		0.707	0.259	1.267	3.8	7.62	7.11	0.27	16	12.0	0.279	0.428										
15	M	0.1		0.839	0.290	1.679	2.9	7.77	7.01	0.55	18	21.0	0.292	0.547										
16	T	0		0.778	0.299	1.770	3.2	8.03	7.03	0.52	18	19.0	0.283	0.495										
17	W	0		0.751	0.195	1.914	2.4	8.20	7.17	0.61	17	21.0	0.283	0.468										
18	T	0		0.793	0.195	2.002	3.2	7.80	6.98	0.75	19	15.0	0.000	0.793										
19	F	0.1		0.721	0.241	1.499	3.0	7.88	7.09	0.47	18	14.0	0.283	0.438										
20	S	0.6		0.756	0.269	1.444	3.3	7.24	7.11	0.68	18	16.0	0.000	0.756										
21	S	0		0.730	0.223	1.819	3.3	7.12	7.01	0.85	19	15.0	0.002	0.728										
22	M	0.7		0.835	0.183	2.179	4.0	7.56	7.03	0.95	17	22.0	0.085	0.750										
23	T	0.1		0.833	0.293	1.801	3.4	7.77	7.05	0.80	13	20.0	0.003	0.830										
24	W	0		0.819	0.253	1.862	2.2	7.92	7.03	0.63	13	22.0	0.081	0.738										
25	T	0		0.848	0.229	2.128	3.6	7.69	7.08	0.78	17	17.0	0.077	0.771										
26	F	2.1		0.875	0.198	2.051	2.2	7.84	7.05	0.73	15	26.0	0.003	0.872										
27	S	0.1		1.283	0.614	2.231	2.3	7.20	6.99	0.52	21	29.0	0.000	1.283										
28	S	0		1.086	0.446	2.024	2.7	7.33	6.95	0.69	22	26.0	0.000	1.086										
29	M	0.1		1.026	0.385	2.137	3.8	7.68	6.94	0.69	16	30.0	0.000	1.026										
30	T	0		0.913	0.357	2.088	3.8	7.82	6.94	0.62	11	14.0	0.000	0.913										
	W													0.000										
	T													0.000										
	F													0.000										
	S													0.000										
	S													0.000										
														0.000										
														0.000										
														0.000										
														0.000										
Total	5.2	0.000	24.387								498	568	3.369	21.018										
Avg.	0.2	#DIV/0!	0.813								0.55	16.5	18.9	0.146	0.701	####	####	####	####					
Min		0.000	0.694								2.20	7.12	6.94			0.0	0.0	0.00	0.0					
Max		0.000	1.283								4.10	8.29	7.20	0.95	22.0	30.0	0.0	0.296	1.283	0.0				

