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**Hooksett Sewer Commission
Meeting Minutes
May 19, 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 Guy Beloin.

A Note to Superintendent Bruce Kudrick: *After 47 years as the Wastewater Treatment Facilities Superintendent, Bruce is retiring. His dedication and hard work is indescribable, his personal dedication to each and every one of us here will be greatly missed. Bruce has gone above and beyond for all of us here and we want him to know that is was noticed and appreciated. We thank you, Happy Retirement!*

Approve and Sing Manifest

Approve Minutes from May 5, 2020: Commissioner Frank Kotowski made motion to approve the meeting minutes from May 5, 2020. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Read Correspondence

Financial Report: Guy came in to give a brief update on the Sewer Commission accounts. New sewer rates for 2021 (for July usage, billed in January) were discussed.

- \$36.50 Residential rent rate will increase to \$37.00
- \$59.00 Commercial rent rate will increase to \$60.00
- \$91.00 Industrial rent rate will increase to \$93.00

The current usage rate of \$6.25 will increase to \$6.35

Commissioner Frank Kotowski made motion to approve the new sewer rent rates and usage rates. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Scheduled Appointments: 12:15pm Jeff Burd RE: University Heights

Jeff: Discussion was had on how to proceed with the University Heights development. This project has expanded over many years and it can be difficult to keep track of sewer development fees, capacity and permits. It was agreed upon by the sewer commission that the remaining parts of the project be paid in 3 sections. \$36,000 is due now

\$42,000 will be paid in October

\$45,000 will be paid in December

There are a total of 148 houses, 41 are left to be completed. 63 Crawford Lane is online but needs to be paid for. Linda the office manager would like a list of lots that each installment is covering. A \$10,000

escrow is required for the engineer inspections and it was agreed upon that the bond can be carried from one part of the project to the next once they are completed.

Superintendent's Report (Kudrick):

Martin's Ferry: A sewer manhole was fixed on Martin's Ferry road. The average flow dropped from 315,000 to 277,000.

Main Street Pump Station: The development of the Main Street pump station should be underway by June 15, 2020.

Solar: The Solar Array project is set to be underway by June 22, 2020.

Flow Meter: During the February Inspection by the DES a flow meter was in need of calibration. This calibration has been done and the proper documentation has been sent to the DES.

New Superintendent: The DES has been updated with all of Ken Conaty's credentials. Everything is set with them for the switch over with Superintendent Kudrick's retirement.

Dryer: The installation of the Shincci Dryer is underway at the plant.

Land: The land located on Kimball needs to be looked at for possible development of a pump station.

Starbucks: There has been no feedback from Starbucks regarding the last meeting.

Superintendent's retirement: Discussion was had on what role Bruce Kudrick will play after his retirement. The sewer commission would like to have Bruce slide over into a consulting position on a as need basis.

Superintendent's Report (Conaty):

Replacement Starter: A new replacement starter for the SCUM box was ordered so that it could be accommodated on this coming years budget. The cost of the pump is \$49,044.00.

Office: The sewer commission office building was pressure washed

Pump: The polymer pump needed to be fixed, the cost for that was \$1,100.00

BNR Tank: The BNR tank down at the plant was cleaned out by Felix they took three truck loads of grit out of the tank. This is all normal maintenance to the tanks.

Pager: The Hooksett Wastewater Facility is eliminating the use of pagers, all alerts and notifications will be received by text on the plants iPhones. This upgrade will be completed by the end of today.

Richardson Electric: Richardson's will be down at the Plant on May 20, 2020 to work on the press.

LCS: LCS controls will be down at the plant in the next few days to link the SCADA system to the Shincci dryer.

Routine Maintenance: All required routine maintenance has been completed for the year down at the plant.

Shincci dryer: A plan was put into place down at the Hooksett Wastewater facility, while the schincci dryer is being installed. Due to COVID-19 concerns it was decided that three wastewater employees would remain out for a period of time while the dryer was being installed. The four remaining employees would be tested for COVID-19 at the end of the week. It is then that the other three employees would be brought back to the plant.

Old Business: None

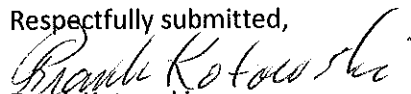
New Business: Next meeting is Tuesday June 2, 2020.

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 1:30pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Respectfully submitted,



Frank Kotowski

Clerk