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**Hooksett Sewer Commission
Meeting Minutes
June 16, 2020**

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

Approve and Sign Manifest

Approve Minutes from June 2, 2020 meeting: Commissioner Richard Bairam made motion to approve the meeting minutes from June 2, 2020. Commissioner Frank Kotowski seconded. All in favor, the motion was carried unanimously.

Read Correspondence

Financial Report: Guy came in to give a brief overview of the Sewer Commission accounts.

- Commissioner Frank Kotowski made motion to encumber \$68,400.00 of goods and services contracted prior to July 1st but purchased and delivered after June 30th. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.
- Commissioner Richard Bairam made motion to transfer \$3600.00 from the Hooksett Sewer Commission checking account to the Hooksett Sewer Commission Trustee property enhancement account. Commissioner Frank Kotowski seconded. All in favor, the motion was carried unanimously.
- Commissioner Frank Kotowski made motion to transfer \$118,053.69 from the Hooksett Sewer Commission trust capital reserve account to the Hooksett Sewer Commission checking account. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Scheduled Appointment: 12:00pm Arleigh Greene **RE: 500 Quality Drive for TIF pump Station.**

The Sewer Commission wanted to discuss the possibility of using property Arleigh Greene owns for a potential pump station sight. Arleigh told the sewer commission to come up with a plan and present it to him. He was open to working with them.

Superintendent's Report:

Former Superintendent Kudrick

Solar: Revision Energy came down to the plant and hooked up the control center for the solar array. Next week materials should start to be delivered. The solar panels themselves may not arrive until July due to delays in shipping.

Easements: Bruce asked the Sewer Commissions permission to send over the Manchester Force Main easement and the Main Street easement to the lawyers for review. The sewer commission gave Bruce the go ahead.

Main Street Pump Station: Work on the Main Street Pump station started on Monday. A temporary force main was installed until the pump station is completed. Thursday the structure should arrive and will be placed. Graves Engineering will be there to oversee the process.

American Legion: Bruce said that the American Legion has not acknowledged the receipt of the easement paperwork that was sent to them. Bruce does not know if they have officially opened back up.

Superintendent Conaty

Mixers: AC Electric repaired the two broken mixers from the plant and they are ready to be reinstalled.

Eastern Analytical: Was taking care of the plants BOD and TSS testing while the plant was short staffed.

Phase III Grant Application: Superintendent Conaty signed and sent in the application to Beth Malcolm.

Dryer: The Shincchi dryer was having an issue with the conveyer. It needed to be dug out by hand. The sludge was at 11%, the issue seems to be resolved . The plant is averaging 24.4% cake off the machine and 93.3% cake out of the dryer which is excellent.

Overtime: Due to getting behind on the sludge production there may be some overtime seen in the next few weeks.

Polymer testing: Testing went well. The Sewer Commission pays \$2.25/pound for polymer vs. \$3.80/pound that we have been paying. It works out to be about \$100.00 saving per year.

Smell: The smell from the dryer seems to be dissipating. Superintendent Conaty will continue to monitor it so that there are not issues.

Electric Meter: According to the electrical meter that was installed to monitor the cost of running the dryer, the HSC is looking at an average cost of \$7.00/hour to run the dryer, this equalates to about \$40,000.00 per year which is under what is cost the HSC to truck sludge to Merrimack.

Old Business: None

New Business: The Hooksett Sewer Commission has adopted a new part time position. This position is for a Treatment Plant Consultant. (The job description and its entirety is attached to these minutes.) Commissioner Frank Kotowski made motion to accept the job description for the part time treatment plant consultant. The necessity for this position will be reviewed yearly and the salary for the position

will be \$250/week. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

124 Mammoth Rd #214: The Hooksett resident sent in paperwork for the Commission to look at. Resident is requesting a reduction in his sewer bill. The Hooksett Sewer Commission reviewed the paperwork submitted but denied the request. A letter with the Sewer Commissions decision will be mailed out to the customer.

Meeting: The next Sewer Commission meeting is scheduled for July 7, 2020.

Hooksett Sewer Commission: The Hooksett Sewer Commission office is opened to the public again as of June 22, 2020. It is recommended that all visitors wear masks while in the office. Hand sanitizer is going to be provided, social distancing within the entry way is recommended, this may require visitors to wait outside. It is also asked that if you are sick or not feeling well you refrain from coming to the Hooksett Sewer Commission office. At this time the Wastewater Treatment Facility is not taking RV dumps, due to the COVID-19 pandemic.

Non-Public Session: Commissioner Frank Kotowski made motion to go into non-public session under RSA 91A:3,II(a) at 1:12pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Commissioner Frank Kotowski made motion to come out of non-public session at 1:30pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously. No decisions were made in non-public session.

Public Input: None

Adjournment: Commissioner Frank Kotowski made motion to adjourn at 1:35pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,


Frank Kotowski
Clerk

Wastewater Treatment Plant CONSULTANT Part Time As Needed

Date: Position Created June 16, 2020

General Position Description:

Must have a CDL-B license. This Job Description is meant to be illustrative and is in no way all-inclusive. There may be other duties specified as needs arise. It shall be used as a tool or guide in the job performance to which it applies.

Accountability: Work under close supervision of the Board of Sewer Commissioners and Superintendent

Environment: Inside: 10% Outside: 90%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive. There may be other duties specified as needs arise

- a. Attend Sewer Commission meetings
- b. Attend all TIF meetings and work with the engineer on TIF related projects
- c. Work with the Engineer and Contractor on the Main Street Pump Station as well as the two pump stations on Rte 3A and the Martin's Ferry pump station.
- d. Work on the solar energy project
- e. Attend night meetings and hearings (unrelated to the running of the treatment facility) as may be needed
- f. Find plans and information in the files, if requested by Plant Superintendent or the Commissioners, for developers. Show Superintendent where all old plans and agreements are kept.
- g. Assist the Superintendent, if requested, due to a manpower shortage at the treatment facility.
- h. Assist with completion of the SOP's and the mapping system that goes along with it.
- i. Work with the Board on any other projects they deem necessary.
- j. Work with the Engineers on the new designs for the plant expansion. Work with the Contractor during construction and engineering, and keep the superintendent informed
- k. Report back to the Commissioners on the projects listed above.
- l. Go through the plans in the office and at the plant and put them in order.
- m. Assist the Superintendent with the budget process and, if needed, go to the Budget Committee meeting.
- n. There is a Utility Meeting once a month. Consultant will attend with Superintendent until he is comfortable doing it himself.
- o. Initially help Superintendent with DMR's, 503's, and any other reports.

Minimum Qualifications;

Education and Experience: A High School diploma is required as well as a NH DOT CDL-B license

Other Functions: Excellent communication skills to include verbal, written, and telephone.

Knowledge, skills and abilities

- Willingness to take initiative
- Must be dependable
- Must have ability to work safely
- Establish and maintain effective working relationships with other departments.
- Familiar with blueprint reading

Cognitive and Sensory Requirements:

- Vision: Necessary for visual operation in all aspects of the position such as equipment use, observance of vehicle traffic, paperwork, observing safety of co-workers, public, etc.
- Hearing: Necessary for receiving instructions and for safety while working.
- Speaking: Necessary for communicating with employees, residents, and the general public.
- Taste and Smell: Necessary for detecting fumes and gases.
- Dexterity: Necessary for operating equipment, handwriting, and computer keyboard operations, etc.
- Mobility: Needed to walk around department locations, equipment/vehicle work sites. Also needed to perform all functions of the job in and around the vehicles and equipment.

Physical Requirements:

Lift up to 25 pounds: constantly required.
Lift 26 to 50 pounds: regularly required.
Lift over 50 pounds: frequently required. Assistance may be available.
Carry up to 10 pounds: constantly required.
Carry 11 to 25 pounds: frequently required.
Carry 26 to 50 pounds: occasionally required.
Carry over 50 pounds: occasionally. Assistance may be available.
Balancing: regularly required.
Push/pull: regularly required.
Reach above shoulder height: regularly required.
Reach at shoulder height: constantly required.
Reach below shoulder height: frequently required.
Sitting: three hours per day.
Stand: one hours per day.
Walk: one hours per day.
Twisting: regularly required.

Bending: frequently required.
Crawling: occasionally required.
Squatting: regularly required.
Kneeling: regularly required.
Crouching: regularly required.
Climbing: frequently required.

Hand Manipulation:

Grasping: regularly required.
Handling: regularly required.
Torquing: frequently required.
Fingering: frequently required.

Work Condition:

Rough, wet, slippery terrain; concrete floor; dirt surfaces, vehicle and equipment cabs. Inside and outside surfaces: Rough, harsh, dangerous, flooded, wet, slippery terrain, concrete floor, grass, gravel, mud and asphalt surface and/or areas, equipment and vehicle interiors and exteriors, rain, snow, sleet, hail, ice, flooded and uneven areas and surfaces. Vertical and horizontal step surfaces. All surfaces are at various heights.

Summary of Occupational Exposures:

Inside and outside treatment plant and compost building may be exposed to solid and liquid waste, chemicals, herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, fertilizers, and equipment noises. May be exposed to long periods of sunlight and unfavorable climatic conditions. May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc. Travel in a motor vehicle is required. May be exposed to noise, dust, dirt, grease, and machinery with moving parts, contagious or infection diseases, irritating chemicals and occasional cold and inclement weather.

Material and Equipment Used

Motor Vehicles, Light and Heavy Equipment, Description is meant to be illustrative and is no way all-inclusive

Other Training, Skills and Experience Requirements:

- Effective Communication skills.
- Ability to read charts, write daily reports, other reports material lists, etc.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities.

License/Certification Requirements:

- Valid NH driver's license. CDL-B
- High school diploma or G.E.D.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities
- Must have a NH Operator's License