

INITIAL	COMMENTS
<i>FRK</i>	

**Hooksett Sewer Commission
April 20, 2021
Meeting Minutes**

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

Approve and sign manifest

Approve minutes of April 6, 2021: Commissioner Frank Kotowski made motion to approve the minutes from April 6, 2021. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Read Correspondence

Financial Report: Guy Beloin gave a brief overview of the sewer commission's accounts. Commissioner Frank Kotowski made motion to transfer \$3,149.80 from the Hooksett Sewer Commission Trust- Plant and Composting account to the Hooksett Sewer Commission checking account for the main street pump station assessment. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Scheduled Appointments: None

Superintendent Conaty's Report:

Plant:

- Plant is still running excellent discharge numbers
- E-coli violation- all proper procedures were following and all necessary individuals were contacted.
- The new fire/burglar alarm will be installed in the commission office on May 10, 2021

Dryer:

- The Shincci dryer has been shut down since the last commissioners meeting on April 6th.
- RMI is now staffing the machine as of 04-19-21.
- Superintendent Conaty did a brief cost analysis on the dryer and the cost numbers are ineffective.
- Superintendent Conaty recommended ending the dryer pilot and having the machine removed. Commissioner Frank Kotowski made motion to end the dryer pilot as of 05/31/2021 and to have the dryer removed so that the plant can resume normal operations. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

- A letter was drafted to the necessary individuals to inform them of the board decision to end the use of the Shincci dryer after the pilot is over (see attachment marked #3).
- The Hooksett Wastewater Treatment Facility will resume hauling sludge to Merrimack. Superintendent Conaty drafted a letter to send to the assistant director of public works in Merrimack. (see attachment marked #4).

TIF:

- The next TIF meeting has not been scheduled
- Superintendent Conaty has been working with Underwood on the pump station design and Martin's Ferry upgrades. They are looking at a smaller pump pending a new force main.
- DH flows are nowhere near the original numbers of 850gpd.

Phase 3A Plant upgrades:

- Underwood is working on comments made by NHDES
- The next step in the process is 100% approval from the State and an environmental audit
- Underwood submitted an Amendment (see attachment marked 6) for the Commission to approve. Commissioner Frank Kotowski made motion to approve amendment #2 submitted by Underwood in the amount of \$9800.00. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Solar:

- The Solar array is now operating at 100%.
- The on-line address is up and running
- Superintendent Conaty finally received the O&M manuals and as built prints with components used.
- Superintendent Conaty had his net-metering training yesterday

Other:

- EPA Storm water permit- GZA working
- Superintendent Conaty is working on General Electric's meters.

Old Business: None

New Business: The next Sewer Commission meeting is on May 4, 2021

Non-Public Session: Commissioner Richard Bairam made motion to go into non-public session at 12:51pm under RSA 91-A:3, II(a). Commissioner Frank Kotowski seconded. All in favor, the motion was carried unanimously. Commissioner Frank Kotowski made motion to come out of non-public session at 1:25pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously. Plant employee Mike Desaulniers was given his Grade Four Operator pay raise.

Public Input: None

Adjournment: Commissioner Richard Bairam made motion to adjourn at 1:30 pm. Commissioner Frank Kotowski seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,


Frank Kotowski
Clerk



Hooksett Wastewater Treatment Facility

Board of Sewer Commissioners
1 Egawes Drive
Hooksett, NH 03106
(603) 485-7000

3

April 20, 2021

Charley Hanson
Shelagh Connelly
Resource Management Inc
1171 NH Rt 175
Holderness, NH 03245

Mr. Hanson and Ms. Connelly,

The Town of Hooksett Wastewater Facility is completing its sludge drying pilot on 5/31/2021. After contemplating long and hard about continuing with the program we have decided not to move forward at this time. The financial cost vs. the actual benefit makes it too costly for Hooksett to continue at this time. We are requesting the equipment be removed at the soonest possible time so as we can resume our normal operations.

If you have any questions feel free to contact us.

Regards,

Ken Conaty
Superintendent

Sidney Baines
Hooksett Sewer Commission-Chair



Hooksett Wastewater Treatment Facility

Board of Sewer Commissioners
1 Egawes Drive
Hooksett, NH 03106
(603) 485-7000

4

April 16, 2021

Sarita Croce
Assistant Director Public Works
PO Box 205
Merrimack, NH 03054

Ms. Croce,

The Town of Hooksett Wastewater Facility is completing its sludge drying pilot on 5/31/2021. Our intentions at that time are to return to hauling sludge to you for composting and beneficial use on 6/1/2021. We are still averaging 31 tons per week at 18-20% solids. I will be forwarding all sludge testing done for 2020-2021.

If you have any questions feel free to contact me.

Regards,
Ken Conaty
Superintendent

Amendment No. 2

**Engineering Design Phase
Contract for Professional Services
for
Treatment Works**

**Hooksett Sewer Commission, Hooksett, NH
(2576)**

WHEREAS, an AGREEMENT was made and entered into at Hooksett, New Hampshire, on the 22nd day July, 2020, and amended on the 19th day of January, 2021, by and between the Hooksett Sewer Commission, hereinafter called the OWNER, and Underwood Engineers, Inc. hereinafter called the ENGINEER, for professional engineering services required to initiate the design of the Phase 3A Capital Improvements, and

WHEREAS, the design scope has increased to include final design engineering services for upgrades to the existing Headworks Building heating and ventilation systems, and

WHEREAS, an amendment is needed to modify the scope of work and fee.

NOW, THEREFORE, in consideration of the agreement an amendment is hereby agreed to by the OWNER and the ENGINEER as follows:

A. That the dollar amount in Section IV, Paragraph A.2, on Page 3 be amended to read:

“, a fee not to exceed three hundred ninety-nine thousand, seven hundred dollars (\$399,700.00)”. (Previous fee = \$114,400.00; Amendment No. 1 Increase = \$275,500.00; **Amendment No. 2 Increase = \$9,800.00**). ✓

B. That the dollar amount in Section IV, Paragraph B.1 (Design), on Page 3 be amended to read:

“ and shall not exceed three hundred eighty-six thousand, seven hundred dollars (\$386,700.00)”. (Previous fee = \$114,400.00, Amendment No. 1 Increase = \$262,500.00); **Amendment No. 2 Increase = \$9,800.00**).

The OWNER and the ENGINEER hereby agree to this Amendment.

ENGINEER: Underwood Engineers, Inc.

OWNER: Hooksett Sewer Commission

By: David J. Mercier, P.E., Vice President

By: Sidney Baines, Chairman

Date: _____

Date: _____

APPROVED: Department of Environmental Services
Water Division

By: Dennis Greene, P.E., WWEB
Design Review Section

Date: _____

**It is understood that as an act in furtherance of its statutory authority to approve engineering agreements for sewerage facilities, the DIVISION's approval does not impose any contractual obligation or liability on the State of New Hampshire, the Department of Environmental Services or the DIVISION.

Approved as to form:

Legal Counsel

*Signatures should be supported by appropriate document.

COST OR PRICE SUMMARY FORMAT FOR SUBAGREEMENTS UNDER NH SAG & SRF				Form Approved DES 11/00
PART I - GENERAL				
1. GRANTEE / LOANEE Hooksett Sewer Commission, Hooksett, NH			2. GRANT/LOAN NO.	
3. NAME OF CONTRACTOR OR SUBCONTRACTOR Underwood Engineers, Inc.			4. DATE OF PROPOSAL April 16, 2021	
5. ADDRESS OF CONTRACTOR OR SUBCONTRACTOR (Include ZIP) 99 North State Street, Concord, New Hampshire 03301			6. TYPE OF SERVICE TO BE FURNISHED Engineering Services - Final Design Amd 2	
PART II - COST SUMMARY				
7. DIRECT LABOR (Specify labor categories)	HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
Principal	0	\$64.52	\$0.00	
Senior Project Manager	10	\$54.50	\$545.00	
Project Manager	0	\$47.00	\$0.00	
Senior Project Engineer	0	\$43.00	\$0.00	
Project Engineer	12	\$33.00	\$396.00	
Technician	11	\$33.00	\$363.00	
Resident Engineer	0	\$35.00	\$0.00	
Clerical	9	\$24.50	\$220.50	
DIRECT LABOR TOTAL:				\$1,524.50
8. INDIRECT COSTS (Specify indirect cost pools)	RATE	x BASE =	ESTIMATED COST	
	1.76	\$1,524.50	\$2,683.12	
INDIRECT COST TOTAL:			\$2,683.12	
9. OTHER DIRECT COSTS				
a. TRAVEL			ESTIMATED COST	
(1) TRANSPORTATION			\$35.10	
(2) PER DIEM			\$0.00	
TRAVEL COSTS TOTAL:			\$35.10	
b. EQUIPMENT, MATERIALS, SUPPLIES (Specify categories)			ESTIMATED COST	
phone, postage, fax, misc. (allowance)			\$86.50	
EQUIPMENT SUBTOTAL:			\$86.50	
c. SUBCONTRACTS			ESTIMATED COST	
Mechanical			\$4,800.00	
			\$0.00	
			\$0.00	
SUBCONTRACTS SUBTOTAL:			\$4,800.00	
d. OTHER (Specify categories)			ESTIMATED COST	
copies, prints			\$0.00	
			\$0.00	
OTHER SUBTOTAL:			\$0.00	
e. OTHER DIRECT COSTS TOTAL:			\$4,921.60	
10. TOTAL ESTIMATED COST			\$9,129.22	
11. PROFIT			\$670.78	
12. TOTAL PRICE			\$9,800.00	

PART III - PRICE SUMMARY													
13. COMPETITOR'S CATALOG LISTINGS, IN-HOUSE ESTIMATES, PRIOR QUOTES (Indicate basis for price comparison)										MARKET PRICE(S)		PROPOSED PRICE	
PART IV - DIRECT LABOR BY CATEGORY													
14. INSERT THE APPROPRIATE WORK CATEGORY IN THE TABLE BELOW. WORK CATEGORIES WOULD INCLUDE BUT NOT BE LIMITED TO THOSE CATEGORIES SHOWN IN THE CONTRACT DOCUMENTS SUCH AS DESIGN, SURVEY, SUBSURFACE, CADASTRAL, O&M MANUAL, ADMINISTRATION, INSPECTION, RECORD DWGS., START-UP, SPECIAL SERVICES, ETC.													
TASK ➔			HVAC FD								Total Hours	Rate	Cost
Principal			0								0	\$64.52	\$0.00
Sr. Project Manager			10								10	\$54.50	\$545.00
Project Manager			0								0	\$47.00	\$0.00
Sr Project Engineer			0								0	\$43.00	\$0.00
Project Engineer			12								12	\$33.00	\$396.00
Technician			11								11	\$33.00	\$363.00
Resident Engineer			0								0	\$35.00	\$0.00
Clerical			9								9	\$24.50	\$220.50
TOTAL											42		
													\$1,524.50