

Hooksett Sewer Commission
July 20, 2021
Meeting Minutes

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

Approve and Sign manifest

Approve Minutes from July 6, 2021 Meeting: Commissioner Richard Bairam made motion to approve the minutes from July 6, 2021. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Read Correspondence

Financial Report: Guy came in to give a quick overview and update of the sewer commission accounts.

Commissioner Richard Bairam made motion to transfer \$102,000.00 from the Hooksett Sewer Commission checking account to the Hooksett Sewer Commission Trust- Capital Reserve account from FY 2022 budget. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Commissioner Richard Bairam made motion to transfer \$103,081.37 from the Hooksett Sewer checking account to the Hooksett Sewer Commission Trust- Plant improvements account from residual balance of unused renewable solar. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Commissioner Richard Bairam made motion to transfer \$61,347.66 from the Hooksett Sewer Commission Trust- Capital Reserve account to the Hooksett Sewer Commission checking account for FY 2021. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Commissioner Richard Bairam made motion to write off impaired Plant Pellet Dryer asset balance of \$21,285.50 with no effect on cash or budget, i.e. depreciation expense. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Scheduled Appointments: (Attached is the sign in sheet for all that attended the scheduled meetings)

12:00pm TIF Committee Update RE: Memorandum of Understanding

The TIF Committee and Hooksett Sewer Commission have agreed to a memorandum of understanding for replacement of the force main between Martins Ferry Road pump station and Lehoux drive. The draft memorandum of understanding is attached along with the final memorandum of

understand after the requested change by the Hooksett Sewer Commission was added. The Town Council is set to hear the memorandum on the July 28, 2021 Town Council meeting. (The agenda for the Town Council meeting for July 28, 2021 is attached).

12:30pm Jason Lopez from Keach Nordstrom RE: 1380 Hooksett Road

To connect 1380 Hooksett Road to Sewer it was decided and agreed upon to directional drill a new sleeve under Hooksett Road along the frontage of the property and then install a new force main. The Hooksett Sewer Commission agreed to sign the forthcoming excavation permit as "owner". Keach Nordstrom will complete their design for submission, review and comment ASAP.

Superintendent Conaty's Report:

Plant:

- Plant is still running excellent discharge numbers with no violations
- The plant had their annual sludge testing last week
- Superintendent Conaty is working with BIOBOT on COVID testing in wastewater

TIF PROJECT:

- Superintendent Ken Conaty attended TIF meeting with Chairman Sidney Baines (The Memorandum of Understanding was being reviewed at the Hooksett Sewer Commission meeting today)
- Chairman Sidney Baines, Superintendent Ken Conaty and Assistant Superintendent John Clark attended NHDES meeting with the Town and the Village district.

Phase 3A Plant Upgrade

- A Pre-Bid walk around is scheduled for Thursday July 22, 2021 at 10:00am.
- BID OPENING will be Tuesday August 10, 2021 at 2:00pm

Other

- Superintendent Conaty is working on a new spreadsheet for budgeting
- Superintendent Conaty will be out from August 4, 2021 to August 8, 2021
- Superintendent Conaty was asked to go look at a Broken Force Main cap at the Hooksett Country View.
- Water Commissioners meeting scheduled for July 27, 2021 at 6:00pm. Chairman Sidney Baines will attend in support of the TIF.
- The Hooksett Wastewater Treatment Facility will have a higher than normal water bill due to a hydrant leak in the yard.
- Plans to convert the old Cigna building into 81 apartments is going in front of the planning board.

Old Business: None

New Business:

- TIF update meetings will be every third Tuesday of the month
- Next Sewer Commission Meeting will be August 3, 2021


Non-Public Session: Chairman Sidney Baines motioned to go into non-public session at 1:53pm under **RSA 91-A:3, II(e)**. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously. Commissioner Richard Bairam made motion to come out of non-public session at 2:15pm. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously. No decisions were made.

Public Input: None

Adjournment: Commissioner Richard Bairam made motion to adjourn at 2:23pm. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,

Kim Langlois
Hooksett Sewer Commission


Richard Bairam

Clerk

7/20/21

Please Sign In

Michael Sora HSC

Mike Heidon HVWP

DAVID SCARPETTI EDC

Matt Barrett EDC

Ken Conaty HSC

Sid Baines HSC

Robert Brown HSC

Robert Quinn HSC

John HSC

Nicholas Williams Town Planner

Bruce Thayer Town Engineer

ALDEN B Keyland Ent

Jeff Leftonch CCNH

Draft.

**MEMORANDUM OF UNDERSTANDING
REPLACEMENT OF FORCE MAIN BETWEEN MARTINS FERRY ROAD
PUMP STATION AND LEHOUX DRIVE**

WHEREAS, the Town of Hooksett (herein called the "Town") wishes to expand the sewer system in the Route 3A Tax Increment Finance (TIF) District. This will be accomplished by installing a pump station on Quality Drive on a piece of property known as Lot 29-64-3 for approximately \$2,000,000, and installing a sewer force main from that pump station across the Merrimack River to the Martins Ferry Road Pump Station for approximately \$750,000 and completing upgrades to the Martins Ferry Road Pump Station for approximately \$1,500,000. The total cost of these projects is approximately \$4,250,000. The Town project will ultimately include the installation of sewer pipe from the Quality Drive Pump Station to the businesses in the Route 93, Exit 10 area. The design of this work is underway and nearly completed under the engineering contract with Underwood Engineering.

WHEREAS, the Sewer Commission of the Town of Hooksett (herein called the "Commission") wishes to replace the sewer force main from the Martins Ferry Road Pump Station to a point west of the end of Lehoux Drive for approximately \$2,800,000.

WHEREAS, the 8,300+/- of 8" cast iron force main was installed in 1969, is 52 years old, and should be replaced in the near future. It should be replaced with a 12" HDPE force main to increase capacity.

WHEREAS, the Commission and the Town both wish that the sewer force main be replaced soon in order to replace aged infrastructure and to provide additional sewer capacity to allow for the full development of the Exit 10 TIF area and for the development of other Town areas. For now, the development of the TIF District will be limited the point where sewer flow amounts reach the capacity of the existing force main. This point is not known at this time and will depend on the type of businesses that develop the TIF area (those with high sewer use will use up capacity at a greater rate).

NOW, THEREFORE, the parties do mutually agree as follows:

- 1) The Town agrees to:
 - a) Provide for half of the construction cost of the force main replacement (estimated to be approximately \$1,400,000) through grants, loans, TIF fees, or other funding sources.
 - b) Provide for the design of the Martin's Ferry Road Pump Station upgrades needed for the full development of the TIF District (This work is being completed under the engineering contract with Underwood Engineering).
- 2) The Sewer Commission agrees to:

- Draft
- a) Provide the Town with \$1,200,000 for use in constructing the upgrades to the Martin's Ferry Road Pump Station as needed for the TIF project.
 - b) Provide the design, bid and construction monitoring services for the proposed force main replacement (these costs are unknown at this time).
 - c) Provide for half of the construction cost of the force main replacement (estimated to be approximately \$1,400,000) through grants, loans, sewer user fees or other funding sources.

IN WITNESS WHEREOF, the Town of Hooksett and the Hooksett Sewer Commission have executed this Agreement this _____ day of _____, 2021.

Attest:

TOWN OF HOOKSETT

By: _____
Andre L. Garron
Town Administrator

Attest:

HOOKSETT SEWER COMMISSION

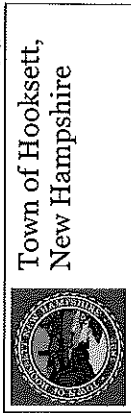
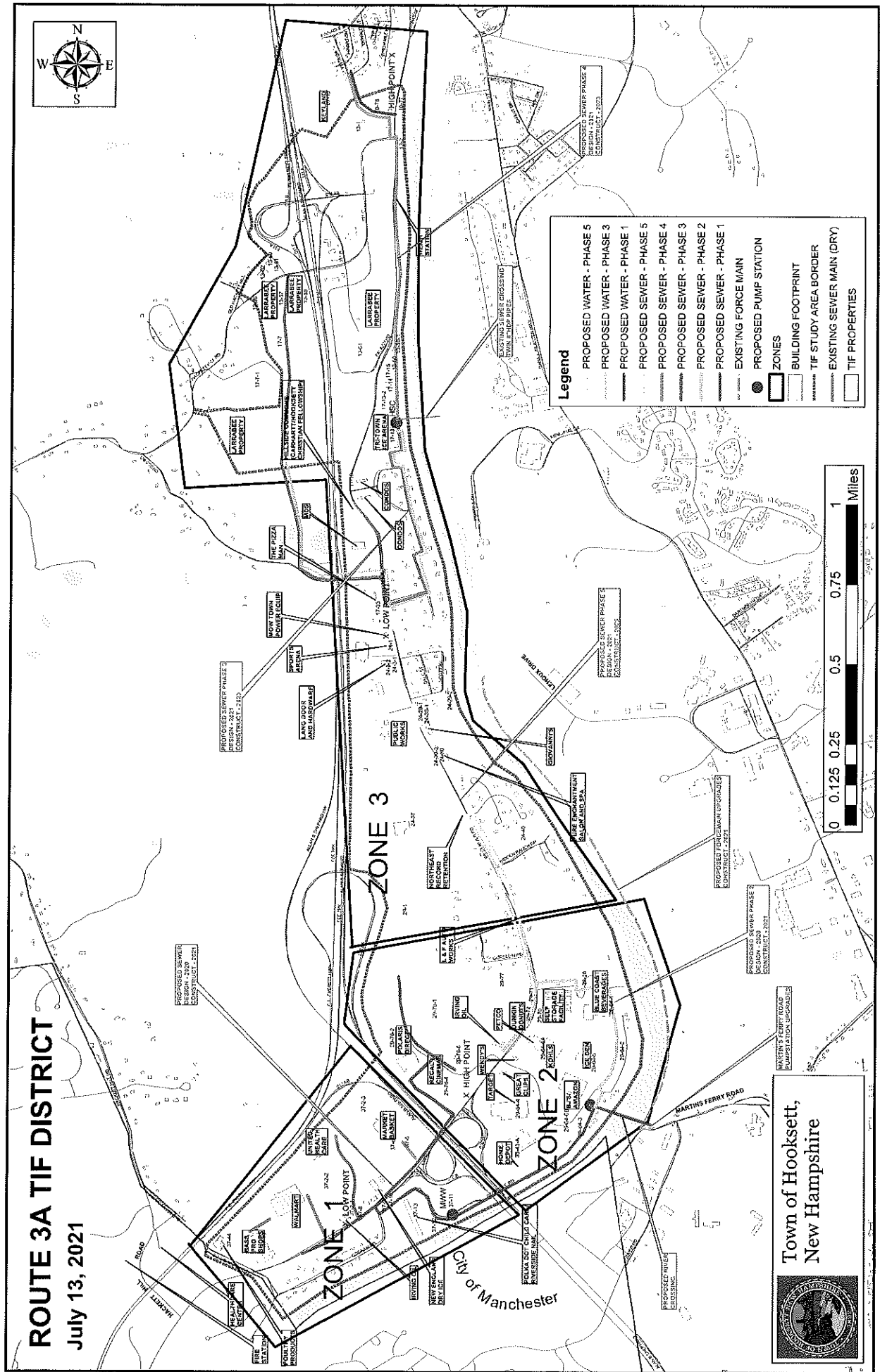
By: _____
Sidney Baines
Chairman

Draft

TIF DISTRICT CASH FLOW			
ANTICIPATED FUNDING			
	Year	Year	Year
Source of Funding	7/31/21 to 6/30/22	7/31/22 to 6/30/23	7/31/23 to 6/30/24
Hooksett Sewer Comm.	\$1,200,000		
TIF District (Pre-Collected Funds)	\$990,531		
TIF District (Future Funds)		\$400,000	\$400,000
Loan 1 (2019 Warrant Article Bond Balance)	\$1,254,600		
Loan 2 (2022 Warrant Article Bond)		\$1,620,000	addl \$ borrowed with TIF funds
Project 1 (Phases 1 & 2) Sewer Connection Fees			
Project 2 (Phase 3) Sewer Connection Fees			
Project 4 (Phase 5) Sewer Connection Fees			
Infrastructure Grant (Congressman Shaheen's Office (See Note 1 Below)	\$0		
ARPA Amer. Rescue Plan Act	\$700,000		
Taxes		\$0	\$0
Financial Contribution from Granite Hills Dev. (for EXIT 11 AREA) See Note 2 below			
Total:	\$4,145,131	\$2,020,000	\$400,000
ANTICIPATED SPENDING:			
Preliminary Design			
Final Design			
Construction Administration	\$50,000	\$350,000	\$350,000
Right-of-Way (Easements)			
Pump Station		\$2,000,000	
Sewer Under River		\$750,000	
Martins Ferry Road Upgrades		\$1,500,000	
Sewer from P.S. to RT 3A Near Goonan Rd.			\$2,730,000
Sewer from P.S. to RT 3A Near Dunkins			\$1,540,000
Project 2 (Phase 3)			
Project 4 (Phase 5)			
Loan 1 (2019 Warrant Article)		\$288,591	\$288,935
Loan 2 (2022 Warrant Article)			\$150,000
Total Expenditures:	\$50,000	\$4,888,591	\$5,055,935
Funding Available (Ongoing as calculated):	\$4,095,131	\$1,226,540	Project Shortfall: -\$3,429,395

ROUTE 3A TIF DISTRICT

July 13, 2021



**MEMORANDUM OF UNDERSTANDING
REPLACEMENT OF FORCE MAIN BETWEEN MARTINS FERRY ROAD
PUMP STATION AND LEHOUX DRIVE**

WHEREAS, the Town of Hooksett (herein called the "Town") wishes to expand the sewer system in the Route 3A Tax Increment Finance (TIF) District. This will be accomplished by installing a pump station on Quality Drive on a piece of property known as Lot 29-64-3 for approximately \$2,000,000, and installing a sewer force main from that pump station across the Merrimack River to the Martins Ferry Road Pump Station for approximately \$750,000 and completing upgrades to the Martins Ferry Road Pump Station for approximately \$1,500,000. The total cost of these projects is approximately \$4,250,000. The Town project will ultimately include the installation of sewer pipe from the Quality Drive Pump Station to the businesses in the Route 93, Exit 10 area. The design of this work is underway and nearly completed under the engineering contract with Underwood Engineering.

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NOW, THEREFORE, the parties do mutually agree as follows:

1) The Town agrees to:

- a) Provide for half of the construction cost of the force main replacement (estimated to be approximately \$1,400,000) through grants, loans, TIF fees, or other funding sources.
- b) Provide for the design of the Martin's Ferry Road Pump Station upgrades needed for the full development of the TIF District (This work is being completed under the engineering contract with Underwood Engineering).
- c) Provide \$300,000 toward the construction of the Martin's Ferry Road pump station as necessary for the full development of the TIF District.

2) The Sewer Commission agrees to:

- a) Provide the Town with \$1,200,000 for use in constructing the upgrades to the Martin's Ferry Road Pump Station as needed for the TIF project.
- b) Provide the design, bid and construction monitoring services for the proposed force main replacement (these costs are unknown at this time).
- c) Provide for half of the construction cost of the force main replacement (estimated to be approximately \$1,400,000) through grants, loans, sewer user fees or other funding sources.

IN WITNESS WHEREOF, the Town of Hooksett and the Hooksett Sewer Commission have executed this Agreement this _____ day of _____, 2021.

Attest:

TOWN OF HOOKSETT

By: _____

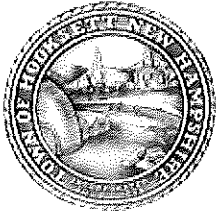
Andre L. Garron
Town Administrator

Attest:

HOOKSETT SEWER COMMISSION

By: _____

Sidney Baines
Chairman



AGENDA

Town of Hooksett Town Council

Wednesday, July 28, 2021 at 5:45 PM

A meeting of the Town Council will be held Wednesday, July 28, 2021 in the Hooksett Municipal Building commencing at **5:45 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL-ATTENDANCE**
4. **PLEDGE OF ALLEGIANCE**
5. **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**
6. **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE**
7. **AGENDA OVERVIEW**
8. **PUBLIC HEARINGS**
9. **SPECIAL RECOGNITION**
 - 9.1. Hooksett Municipal Employee - New Hire
10. **PUBLIC INPUT - 15 MINUTES**
11. **SCHEDULED APPOINTMENTS**
 - 11.1. Tax Increment Finance District (TIF) – Agreement between Town and Hooksett Sewer Commission to Fund Martin's Ferry Road Pump Station Upgrades - Sewer Commission Rep. and Dave Mercier, Underwood Engineering
Staff Report - SR-21-112 - Pdf # - #
12. **CONSENT AGENDA**
 - 12.1. Donation (Personal) of \$200 for Hooksett's Bicentennial by Town Council Chairman James Sullivan
Staff Report - SR-21-114 - Pdf # - #
 - 12.2. To accept a \$2,595.00 (Check #845) donation, from Michael and Alison Willneff to the Town of Hooksett for the Hooksett Police Department (Donation Line) per RSA 31:95-b III(b).
Staff Report - SR-21-107 - Pdf # - #
 - 12.3. Motion to accept the terms of the 2019 Homeland Security Grant Program for EMS Warm Zone Equipment, as presented in the amount of \$6,000.00 to the Town of Hooksett for the Fire Rescue Department to purchase equipment for the department's active shooter response program per RSA 31:95-b III(b).
Staff Report - SR-21-117 - Pdf # - #
13. **TOWN ADMINISTRATOR'S REPORT**

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

14. NOMINATIONS AND APPOINTMENTS

15. BRIEF RECESS

16. OLD BUSINESS

- 16.1. Town Administrator Discussion with Town Council on Use of Local Fiscal Recovery Funds (ARPA) the Town Accepted on 7/7/2021 in the amount of \$1,522,397.00 (Tabled at the Council's 7/7/2021 meeting)

17. NEW BUSINESS

- 17.1. Fire Engine Purchase # - #
Staff Report - SR-21-115 - Pdf
- 17.2. Budget Transfer #2021-01 in the amount of \$50,000.00 for Legal Services. # - #
Staff Report - SR-21-108 - Pdf
- 17.3. Budget Transfer #2021-02 in the amount of \$8,500.00 for Assessing Professional Services. # - #
Staff Report - SR-21-109 - Pdf
- 17.4. Budget Transfer #2021-03 in the amount of \$1,000.00 for Tax Collector's overtime costs. # - #
Staff Report - SR-21-110 - Pdf
- 17.5. Bicentennial Committee - Use of Town Seal (Commemorative Variation) # - #
Staff Report - SR-21-111 - Pdf
- 17.6. Discussion with Town Council for Budget Expectations FY 2022-2023
- 17.7. Capital Improvement Plan FY Ending 2023-28 Overview # - #
Staff Report - SR-21-116 - Pdf
- 17.8. Discussion with Town Council for August 11, 2021 Council Workshop Topics # - #
TC WORKSHOP 2021

18. APPROVAL OF MINUTES

- 18.1. Public: 07/07/2021 # - #
TC Minutes 7-7-21
- 18.2. Non-Public: 07/07/2021
Retake Vote to Seal the Non-Public Minutes of July 7, 2021 at the July 28, 2021 Council Meeting when 2/3 majority of council members are present.

19. SUB-COMMITTEE REPORTS

20. PUBLIC INPUT

21. NON-PUBLIC SESSION #2 NH RSA 91-A:3 II

22. ADJOURNMENT

PUBLIC INPUT

1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.