

Hooksett Sewer Commission
January 4, 2022
Meeting Minutes

INITIAL	COMMENTS
B dfe	

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

Approve and Sign Manifest

Approve Minutes: Commissioner Richard Bairam made motion to approve the minutes from December 21, 2021. Chairman Sidney Baines seconded. (Commissioner Robert Duhaime abstained). All in favor, the motion was carried unanimously.

Read Correspondence

Financial Report: None

Scheduled Appointments: None

Superintendent Conaty's Report:

Plant:

- The plant is still running excellent discharge numbers, still with no violations

TIF Project:

- There is a town council meeting tomorrow January 5, 2022 in regards to MOU and expanding the TIF.

Phase 3A Plant Upgrades:

- PRB is sending submittals to Underwood

Solar:

- Training on new solar tracking; locusnoc is scheduled for Thursday this week.

Force Main Replacement:

- We are waiting on the design. Holden survey is slow at this point.
- Superintendent Conaty reiterated to the sewer commission that the NHDES energy audit is scheduled for this month.

Dewatering Upgrade/Pilot Study:

- Underwood's evaluation draft is in. Some of the numbers need to be recalculated.

Asset Management:

- Continuing to work on work orders and GIS. John Jackman will be coming in this month to assist.

Merrimack Street pump station:

- Superintendent Conaty is discussing the design of this station with Underwood.

Other:

- GE's permit is complete
- Superintendent Conaty has a meeting scheduled with the Town Administrator to discuss problems with issuing permits before utilities are ready.
- The state had several comments on the plans for Domino's. The representative is addressing them.
- Superintendent Conaty requested permission to use the Hooksett Sewer Commission office for the Collection System Meeting scheduled for January 11, 2022.
- The Warrant Articles hearing at the Town Council is scheduled for January 12th and 19th (attachment #1 is the warrant articles and the Agenda for the town council meeting).

Old Business: TIF updates are every third Tuesday of the month

New Business: The next Sewer Commission meeting is scheduled for January 18, 2022

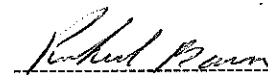
Non-public session: The Sewer Commission did not go into non-public session

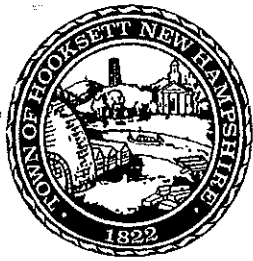
Public Input: None

Adjournment: Commissioner Richard Bairam made motion to adjourn at 12:42pm. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,

Kim Langlois
Billing Clerk


Richard Bairam
Clerk



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 11/23/2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: Wastewater ✓

1. Please provide the wording of the proposed article.

Bond to perform Martins Ferry Pump Station and Force Main Upgrades.

To see if the Town will vote to raise and appropriate the sum of \$4,300,000.00 for the purpose of performing Martins Ferry Pump Station and Force Main Upgrades, that will qualify the Town for federal and state funds, such sum to be raised by the issuance of serial bonds and notes not to exceed \$1,960,000.00 under and in compliance with the provisions of the Municipal Finance Act (NH RSA 33) and to authorize the Town Council to issue and negotiate such bonds or notes to determine the rate of interest thereon, and to take such actions as may be necessary to effect the issuance, negotiation, sale and delivery of such bonds or notes as shall be in the best interest of the Town, additionally to authorize the Town to apply for and accept grants or other funds that may reduce the amount to be repaid and participate in the State Revolving Fund (SRF) RSA 486.14 established for this purpose, and to allow the Town to expend such monies as become available from the federal and state governments and pass any vote relating thereto. It is anticipated that the Town will receive up to \$840,000 in grants, \$1,200,000 from Wastewater Reserves, and \$300,000 from Town of Hooksett Tax Increment Finance District funds. The bond will be paid for utilizing wastewater funds. (3/5 ballot vote required).

2. Voters' Guide Explanation.

THIS WARRANT ARTICLE DOES NOT AFFECT THE TAX RATE

This project includes two phases.

Phase one would replace the 52-year-old force main from Martins Ferry to the treatment plant. This line would be relocated out of the railroad right of way for better access and place it farther from the river for ecological safety.

Phase two will update the pumps, electrical components, generator, and wet well chambers to better accommodate today's and future flows to this station. The station is 52 years old.

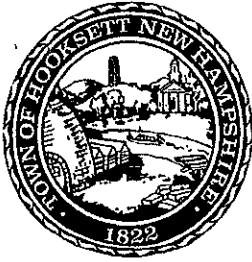
3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

The force main has reached its life expectancy. The pump station can reach capacity during heavy rain events. Both of these items can lead to major issues if not addressed proactively.

4. Is any further information necessary for the deliberation?

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 11/23/2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: Wastewater

1. Please provide the wording of the proposed article.

Bond to perform Sludge Handling Upgrades at the Wastewater Treatment Facility.

To see if the Town will vote to raise and appropriate the sum of \$1,500,000.00 for the purpose of performing Sludge Handling Upgrades at the Wastewater Treatment Facility, that will qualify the Town for federal and state funds, such sum to be raised by the issuance of serial bonds and notes not to exceed \$1,050,000.00 under and in compliance with the provisions of the Municipal Finance Act (NH RSA 33) and to authorize the Town Council to issue and negotiate such bonds or notes to determine the rate of interest thereon, and to take such actions as may be necessary to effect the issuance, negotiation, sale and delivery of such bonds or notes as shall be in the best interest of the Town, additionally to authorize the Town to apply for and accept grants or other funds that may reduce the amount to be repaid and participate in the State Revolving Fund (SRF) RSA 486.14 established for this purpose, and to allow the Town to expend such monies as become available from the federal and state governments and pass any vote relating thereto. It is anticipated that the Town will receive up to \$450,000.00 in grants. The bond will be paid for utilizing wastewater funds. (3/5 ballot vote required).

2. Voters' Guide Explanation.

THIS WARRANT ARTICLE DOES NOT AFFECT THE TAX RATE

This project would replace the belt filter press for dewatering sludge. The new process will allow for less labor as it is automated. It will also remove more water from the sludge leading to less material to be hauled away for disposal resulting in lower disposal costs.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

The cost of sludge disposal is constantly rising. This project is in place to try and offset some of those costs.

4. Is any further information necessary for the deliberation?

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Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 11/23/2021

Date of Town Meeting: March 2022

Name of Department Submitting Request: Wastewater

1. Please provide the wording of the proposed article.

Bond to perform Merrimack Street and Golden Gate Pump Station Upgrades.

To see if the Town will vote to raise and appropriate the sum of \$1,100,000.00 for the purpose of performing Merrimack Street and Golden Gate Pump Station Upgrades, that will qualify the Town for federal and state funds, such sum to be raised by the issuance of serial bonds and notes not to exceed \$770,000.00 under and in compliance with the provisions of the Municipal Finance Act (NH RSA 33) and to authorize the Town Council to issue and negotiate such bonds or notes to determine the rate of interest thereon, and to take such actions as may be necessary to effect the issuance, negotiation, sale and delivery of such bonds or notes as shall be in the best interest of the Town, additionally to authorize the Town to apply for and accept grants or other funds that may reduce the amount to be repaid and participate in the State Revolving Fund (SRF) RSA 486.14 established for this purpose, and to allow the Town to expend such monies as become available from the federal and state governments and pass any vote relating thereto. It is anticipated that the Town will receive up to \$330,000.00 in grants. The bond will be paid for utilizing wastewater funds. (3/5 ballot vote required).

2. Voters' Guide Explanation.

THIS WARRANT ARTICLE DOES NOT AFFECT THE TAX RATE

This project would upgrade the electrical and pumps at both the Golden Gate Dr and Merrimack St pump stations.

The Merrimack St station would get converted to Variable Frequency Driven pumps to increase efficiency and allow for more flow in the future. A new generator and all new electrical gear would be installed as well. The electrical in this station is 52 years old. The Golden Gate Dr station would get new electrical panels and new grinder pumps. These pumps would be able to handle "flushable" wipes without clogging as often as a standard pump. A generator would be added to provide reliable service during power outages. This station is 31 years old.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

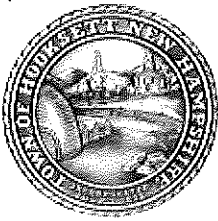
The age of Merrimack St station is of concern because parts are no longer made for the components of this station.

Golden Gate Dr Station will require higher levels of maintenance especially during power outages.

4. Is any further information necessary for the deliberation?

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



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AGENDA

Town of Hooksett Town Council

Wednesday, January 5, 2022 at 6:00 PM

A meeting of the Town Council will be held Wednesday, January 5, 2022 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **PLEDGE OF ALLEGIANCE**
5. **AGENDA OVERVIEW**
6. **PUBLIC HEARINGS**
 - 6.1. Public hearing to amend Section 11.2 of the Hooksett Town Charter to follow RSA 673:6, I (a) and allow five (5) alternates on the Zoning Board of Adjustment
Staff Report - SR-21-206 - Pdf 5 - 6
 - 6.2. Public Hearing for Proposed New Zoning Article (Section 3.6 F of Town Charter) for the Hooksett Town Council to vote on Planning Board recommended Zoning amendments
Staff Report - SR-21-205 - Pdf 7 - 9
 - 6.3. Tax Increment Finance District (TIF) –Public Hearing to Discuss Amending the Tax Increment Finance Plan (see also item 9.1)
Staff Report - SR-21-210 - Pdf 11 - 47
 - 6.4. Tax Increment Finance District (TIF) – Public Hearing to Discuss Funding Agreement between Town and Granite Woods Developer (see also item 9.2)
Staff Report - SR-21-213 - Pdf 49 - 62
7. **SPECIAL RECOGNITION**
 - 7.1. **BICENTENNIAL MOMENT**
 - 7.2. Hooksett Police Department - Police Officer of the Year - Travis Mannon
 - 7.3. Hooksett Municipal Employee - New Hire
8. **PUBLIC INPUT - 15 MINUTES**
9. **SCHEDULED APPOINTMENTS**
 - 9.1. Scheduled Appointment Public Hearing to Discuss Amending the Tax Increment Finance Plan - James Vayo - Southern New Hampshire Planning Commission
Staff Report - SR-21-211 - Pdf 63 - 102

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

9.2.	Scheduled Appointment for Public Hearing Relating to Granite Woods Development Agreement - Peter Bartash, Granite Woods Development and David Mercier, Underwood Engineering <u>Staff Report - SR-21-214 - Pdf</u>	103
10.	CONSENT AGENDA	
11.	TOWN ADMINISTRATOR'S REPORT	
12.	NOMINATIONS AND APPOINTMENTS	
12.1.	Nominations and Appointments <u>Staff Report - SR-21-203 - Pdf</u>	105 - 108
13.	BRIEF RECESS	
14.	OLD BUSINESS	
14.1.	FY 2022-23 Budget and Warrant Articles <u>Staff Report - SR-21-204 - Pdf</u>	109 - 122
14.2.	Proposed Town Charter Amendments for Article 8.2 Initiative Petitions (amend language) and Article 8.6 Recall of Officeholders (remove entire section) <u>Staff Report - SR-21-207 - Pdf</u>	123 - 125
15.	NEW BUSINESS	
15.1.	Fire Department Staff Car Purchase <u>Staff Report - SR-21-208 - Pdf</u>	127 - 135
15.2.	Ambulance purchase by the Fire Rescue Department <u>Staff Report - SR-21-212 - Pdf</u>	137 - 168
15.3.	Town Council Public Minutes - RSA 91:a <u>Staff Report - SR-21-209 - Pdf</u>	169 - 171
16.	APPROVAL OF MINUTES	
16.1.	Public: 12/08/2021 <u>TC Minutes 12082021</u>	173 - 191
16.2.	Public: 12/15/2021 <u>SPECIAL MEETING MINUTES 12.15.2021</u>	193 - 197
16.3.	Non-Public: 12/15/2021	
17.	SUB-COMMITTEE REPORTS	
18.	PUBLIC INPUT	
19.	NON-PUBLIC SESSION NH RSA 91-A:3 II	
20.	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.