

Hooksett Sewer Commission
Meeting Minutes
April 5, 2022

| INITIAL | COMMENTS |
|---------|----------|
| B | Noted |
| del | |
| RPB | |

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

Approve and Sign Manifest

Approve Minutes: Commissioner Richard Bairam made motion to approve the meeting minutes from March 15, 2022. Commissioner Robert Duhaime. All in favor the motion was carried unanimously.

Read Correspondence

Financial Report: None

Scheduled Appointments: None

Superintendent Conaty's Report:

Plant:

- Plant is still running excellent discharge numbers with no violations
- 5 pipes were discovered that were connecting the buildings down at the treatment plant. A new water heater was installed (Attachment 1), 1 live water pipe was capped off, 2 heat lines were capped and all pipes are being removed.
- A new fire alarm system is being installed down at the plant.

TIF Project:

- Underwood is working on the final design
- The Town approved half of the design cost for Tri-Town (Attachment 2).

Solar:

- Solar production is ahead of estimates (Attachment 3).

Phase 3A Plant Upgrades:

- PRB is sending submittals to Underwood
- Small materials are arriving
- PRB started demo last week
- April 13th @ 10:00am is the first construction meeting for this project

Asset Management:

- Work orders are progressing
- John Jackman is coming in on Wednesday April 6th

Other:

- Superintendent Conaty is working with EII radio communications and Village water on locating an antenna on the water tower
- A radio survey is being done this week
- Online training has started with Primex
- Superintendent Conaty has implemented an escrow policy plan (Attachment 4).
- A new fence needs to be installed at the Merrimack Street pump station including privacy slats before April 13th for the Lilac Park dedication (Attachment 5).
- Superintendent Conaty presented the Sewer Commission with a estimate to relocate the fence around the solar array (Attachment 6).
- A roof leak was repaired down at the plant. A replacement roof was recommended, Superintendent Conaty is looking into this.
- HB 398 Senate Finance hearing passed and was moved onto the full Senate (Attachment 7).
- Superintendent Conaty met with NHDES (Sharon Nall and Steve Bolles) in regards to possible energy funding. He has a draft of recommendations.
- Superintendent Conaty is waiting for the engineers on projects at 1560 Hooksett Road, Legends drive and Whitehall Road.
- A pre-con meeting was held for 7 Martins Ferry
- The Town of Hooksett requests our CIP program run in conjunction with theirs. Superintendent Conaty is working on sheets and needs a commissioner volunteer.
- The new flail mower for the easements is in.
- The windshield was replaced in the 2016 pickup
- General Electric's industrial inspection is next week
- Superintendent Conaty attended the NHPWMA meeting virtually
- Central Hooksett water adopted a new Deduct Policy and has asked that the sewer commission post the notice on our website. Commissioner Robert Duhaime made motion to add CHWP's deduct meter policy to our website. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously (Attachment 8).
- Superintendent Conaty rented an excavator with a mower to mow the swale down at the sewer commission office.
- Superintendent Conaty was approved by executive council to be on the water council (Attachment 9).

Old Business: TIF updates every third Tuesday of the month

New Business: Next Sewer Commission Meeting is April 19, 2022

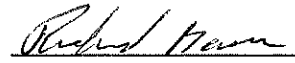
Non-Public Session: Commissioner Robert Duhaime made motion to go into non-public session under **RSA 91-A:3 II(c)** at 12:45pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously. Commissioner Robert Duhaime made motion to come out of non-public session at 1:10pm. Commissioner Richard Bairam 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 1:05pm. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,

Kim Langlois
Billing Clerk


Richard Bairam
Clerk

E. Cooke Plumbing and Heating

54 Woodhill Road

Bow, NH 03304

603.801.5720

ericcooke137@gmail.com

Invoice



E. COOKE
PLUMBING AND HEATING LLC.

BILL TO

Ken Conaty

Hooksett Waste Water

1 Egawes Drive

Hooksett, NH 03106

| INVOICE # | DATE | TOTAL DUE | DUE DATE | TERMS | ENCLOSED |
|-----------|------------|------------|------------|----------------|----------|
| 4955 | 03/30/2022 | \$5,800.00 | 03/30/2022 | Due on receipt | |

| DESCRIPTION | AMOUNT |
|--|----------|
| 1 Egawes drive Hooksett , NH 03106 | |
| Cut / Cap lines - cut cap water / domestic copper lines feeding 2nd building - separate cold domestic water to each building. currently each building has its own water meter / feed from street and is cross connected - cut cap boiler feed and return lines to 2nd building. cut back to looping to eliminate potential air pockets. swap tees for couplings / 90's - drain and purge of domestic water both buildings all fixtures - purge hot water recirculation domestic water - purge boiler zones and test all heat | 1,500.00 |
| Water Heater - supply and install new 40 gallon tall electric - set on 4 cement blocks - anti-scald mixing valve - anti-siphon vacume breaker - 2 isolation ball valves - re-please copper domstic water piping (mix valve and water heater location only) - supply and install new hot cold spigot - all piping done in copper | 3,600.00 |
| Re-route and Replace copper domestic water lines (cold only) | 700.00 |

| DESCRIPTION | AMOUNT |
|--|--------|
| <ul style="list-style-type: none"> - re-route and clean up cold water lines - water feed to water optymizers (2) - all piping done in copper not to installer <ul style="list-style-type: none"> - bring 8' ladder - need 1"-2" copper press fittings - need 1/2" and 3/4" copper bell hangers - need 1/2" -1" copepr pipe | |

BALANCE DUE

\$5,800.00

Amendment No. 4**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, and amended on the 27th day of April 2021, and amended on the 14th day of June, 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 the oversight of three additional dewatering machine pilots and coordination of a structural analysis to determine how much additional sludge can be stored in the existing round concrete sludge holding tanks (2), 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 four hundred twenty-four thousand, one hundred dollars (\$424,100.00)”. (Previous fee = \$114,400.00; Amendment No. 1 Increase = \$275,500.00; Amendment No. 2 Increase = \$9,800.00; Amendment No. 3 Increase = \$17,100.00; **Amendment No. 4 Increase = \$7,300.00**).

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

“ and shall not exceed four hundred eleven thousand, one hundred dollars (\$411,100.00)”. (Previous fee = \$114,400.00, Amendment No. 1 Increase = \$262,500.00; Amendment No. 2 Increase = \$9,800.00; Amendment No. 3 Increase = \$17,100.00; **Amendment No. 4 Increase = \$7,300.00**).

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.

Attachment A
Scope of Services
Engineering Design Amendment 4
Phase 3A Capital Improvements
Hooksett, New Hampshire

Background

In 2021, Underwood Engineers assisted the Town of Hooksett with piloting eight different dewatering units to determine what type of systems would work best on Hooksett sludge as well as what systems were the most desirable in terms of their operational flexibility, ease of operation and degree of manufacturer's support to best serve the needs of Hooksett. In December 2021, Underwood issued a draft technical memo summarizing the results of the pilot testing as well as suggested sizing for the new equipment based on historical data provided by Hooksett. Having now had some time to reflect, Hooksett has determined the following:

- Sludge data prior to the Phase 3 Capital Improvements Project was nonrepresentative of current operations and planned future operations and therefore they wish for Underwood to utilize recent historic data from only 2021.
- Hooksett would prefer to purchase dewatering units in triplicate with two units being provided initially, each sized for 1.0 MGD, and the third future unit provided once flow exceeds 1.0 MGD. This will provide greater than 100% redundancy relative to the future plant design flow of 1.6 MGD.
- The Town would prefer to have the equipment sized for 24/7 operation and therefore is most comfortable with screw press technology.
- Based on the piloting that was performed and experience, Hooksett wishes to limit the acceptable screw press manufacturers to FKC, BDP and Huber.

Based on the above, Hooksett is requesting that Underwood provide the following Scope of Services to revise, add to, and complete the Sludge Dewatering Assessment Technical Memorandum to incorporate the above requests.

Scope of Services

Task 8 Continued - Dewatering Evaluation

- Utilizing 2021 data, and assuming 24/7 operations, redo the existing sludge generation calculations and future projections, and redetermine the required dewatering equipment size.

- Based on the new equipment sizing, develop conceptual floor plans for the existing dewatering room and sludge roll-off container room, including needed ancillary equipment.
- Based on the revised dewatering equipment design flow and solids loading, solicit proposals for new equipment from FKC, BDP and Huber. Also solicit proposals for polymer feed equipment and sludge conveying equipment as appropriate.
- Based on the equipment proposals received, proposed building modifications and sludge storage modifications, create a conceptual level engineer's opinion of construction costs for the upgrades.
- Modify the draft technical memorandum issued in December 2021 to incorporate conclusions and recommendations gleaned from the above-noted evaluations.
- Submit a revised draft technical memorandum for review and comment by Hooksett. Upon receipt of Hooksett review comments, revise and reissue an electronic copy of the technical memorandum to NHDES for review and comment. Upon receipt of NHDES review comments, revise and reissue a final electronic copy of the technical memorandum.

Work Not Included

- Design Phase Services
- Bid Phase Services
- Construction Phase Services
- Permitting Assistance
- Funding Assistance
- Topographic Survey
- Subsurface Explorations

Items to Be Provided By Owner

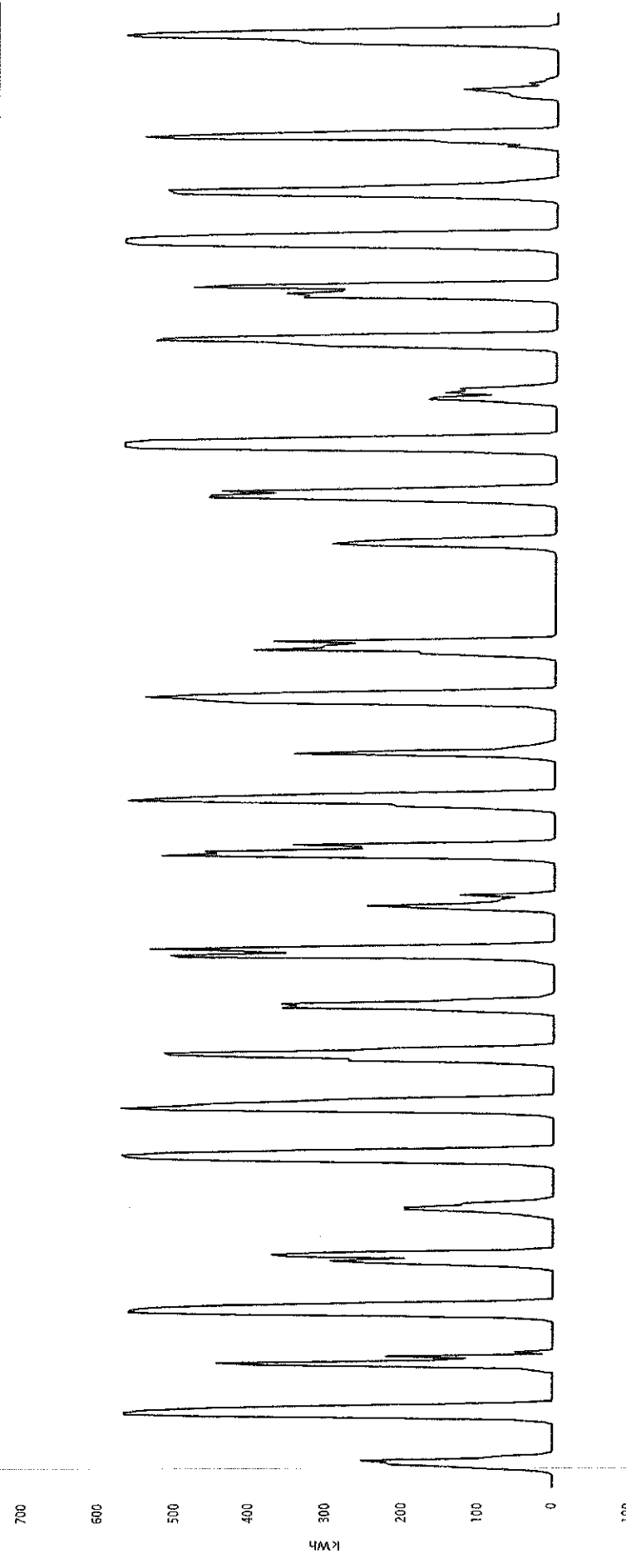
- Available Record Drawings
- Access to the WWTF Site
- Available Studies or Reports

Schedule

Underwood Engineers proposes to commence work on this Scope of Services within five days of authorization to proceed and complete the above scope of work within 90 days thereafter.

| 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 March 29, 2022 | |
| 5. ADDRESS OF CONTRACTOR OR SUBCONTRACTOR (Include ZIP) 99 North State Steet, Concord, New Hampshire 03301 | | | 6. TYPE OF SERVICE TO BE FURNISHED Engineering Services - Design Phase Amend 4 | |
| PART II - COST SUMMARY | | | | |
| 7. DIRECT LABOR (Specify labor categories) | HOURS | HOURLY RATE | ESTIMATED COST | TOTALS |
| Principal | 2 | \$64.52 | \$129.04 | |
| 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 | 38 | \$33.00 | \$1,254.00 | |
| Technician | 8 | \$33.00 | \$264.00 | |
| Resident Engineer | 0 | \$35.00 | \$0.00 | |
| Clerical | 2 | \$24.50 | \$49.00 | |
| DIRECT LABOR TOTAL: | | | | \$2,241.04 |
| 8. INDIRECT COSTS (Specify indirect cost pools) | RATE | x BASE = | ESTIMATED COST | |
| | 1.76 | \$2,241.04 | \$3,944.23 | |
| INDIRECT COST TOTAL: | | | \$3,944.23 | |
| 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) | | | \$93.57 | |
| | | | | |
| | | | | |
| EQUIPMENT SUBTOTAL: | | | \$93.57 | |
| c. SUBCONTRACTS | | | ESTIMATED COST | |
| | | | \$0.00 | |
| | | | \$0.00 | |
| SUBCONTRACTS SUBTOTAL: | | | \$0.00 | |
| d. OTHER (Specify categories) | | | ESTIMATED COST | |
| copies, prints | | | \$0.00 | |
| | | | \$0.00 | |
| OTHER SUBTOTAL: | | | \$0.00 | |
| e. OTHER DIRECT COSTS TOTAL: | | | \$128.67 | |
| 10. TOTAL ESTIMATED COST | | | | \$6,313.94 |
| 11. PROFIT | | | | \$986.06 |
| 12. TOTAL PRICE | | | | \$7,300.00 |

[illegible]



| | | | |
|--------------------------------------|-------------------------------------|----------|----------|
| <div> <div></div> <div></div> </div> | Hooksett Wastewater Treatment Plant | DC Size: | sum: |
| <div> <div></div> <div></div> </div> | Measured AC Energy (kWh) sum | — | 66.5 MWh |

Hampshire-licensed professional engineer. The project shall be designed in accordance with the requirements set forth in this document.

2.04 DESIGN APPROVAL:

A. GENERAL:

1. The Owner/Developer/Contractor's next step shall be to submit the design for approval. This typically requires an escrow fund account be established for design peer review by the Engineer.



B. ESCROW FUNDS:

1. The Owner/Developer/Contractor must establish an escrow account with the Hooksett Sewer Commission for expenses associated with the Engineer's peer review services. The amount of funds for the escrow account shall be determined by the Hooksett Sewer Commission, but this in no way is an estimate of the cost of said review services. Upon request, the Owner/Developer/Contractor shall be sent copies of invoices deducted from the escrow account for review services. The escrow account must be maintained with sufficient funds to cover the cost of review services. Should the escrow account become depleted, all review services shall be halted until such time as the funds have been replenished.

C. PEER REVIEW:

1. The Owner/Developer/Contractor shall submit to the Sewer Department for review and approval, design drawings, calculations and technical specifications for any proposed gravity sewers, sewer force mains or sewage pumping station(s).
2. Submittal requirements for gravity sewer and force main projects are as follows:
 - a. Design flow calculations.
 - b. Nature of flow.
 - c. Complete system specifications.
 - d. Design drawings, which shall include all information specified in Section 3.05.
3. Submittal requirements for sewage pumping station(s) are as follows:
 - a. Pump flow calculations including peak wastewater flows.
 - b. Pump curves with duty points labeled.
 - c. Wet well detention calculations.
 - d. Anti-flotation calculations.
 - e. Force main velocity calculations.

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BLUE RIBBON COMPANIES
 17 LEHOUX DRIVE
 PO BOX 16717
 HOOKSETT, NH 03106
 (603) 624-5400
 accounting@blueribbonnh.com
 www.blueribbonnh.com

PROPOSAL

DATE 03/29/2022
 PROPOSAL NO. 4953

KEN
 HOOKSETT SEWER
 1 EGAWES DRIVE
 HOOKSETT, NH 03106

| |
|-----------|
| Sales Rep |
| |

| QTY | DESCRIPTION | RATE | AMOUNT |
|-----|--|--------------|-------------------|
| | LILAC BRIDGE SCOPE OF WORK REMOVE EXISTING 6' CHAIN LINK FABRIC HAUL AND DISPOSE SUPPLY AND INSTALL 6' BLACK VINYL FABRIC GREEN SLATS #####*****##### | | |
| 170 | PER LINEAL FOOT TO TAKE DOWN EXISTING FENCE: HAUL:PROPER DISPOSAL /LF | 6.00 | 1,020.00 |
| 170 | PER LINEAL FOOT OF 6' BALCK VINYL FABRIC INSTALLED TO EXISTING FRAMEWORK | 25.00 | 4,250.00 |
| 170 | PER LINEAL FOOT OF 6' GREEN ASLATS | | 0.00 |
| | | TOTAL | \$5,270.00 |
| | Thank you for allowing Blue Ribbon the opportunity to provide you with this quote. We look forward to working with you on your project. | | |
| | Accepted by: _____ Accepted Date: _____ | | |



BLUE RIBBON COMPANIES
17 LEHOUX DRIVE
PO BOX 16717
HOOKSETT, NH 03106
(603) 624-5400
accounting@blueribbonnh.com
www.blueribbonnh.com

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PROPOSAL

DATE 03/29/2022
PROPOSAL NO. 4954

KEN
HOOKSETT SEWER
1 EGAWES DRIVE
HOOKSETT, NH 03106

Sales Rep

| QTY | DESCRIPTION | RATE | AMOUNT |
|-------|---|--------------|--------------------|
| | SOLAR FIELD RELOCATE EXISTING FENCE LINE: ALSO EXPAND EAST AND WEST SIDES OF ENCLOSURE ADD ENTRY GATES ##### | | |
| 1,050 | PER LINEAL FOOT OF 6' CLF RELOCATED | 20.00 | 21,000.00 |
| 0 | ADD NEW 6' FENCE EAST ADD 100LF WEST ADD 50LF PLUS DOUBLE GATE | 0.00 | 0.00 |
| 150 | PER LINEAL FOOT OF NEW 6' CLF | 40.00 | 6,000.00 |
| 1 | 12 DOUBLE GATE | 1,200.00 | 1,200.00 |
| 2 | GATE POST | 175.00 | 350.00 |
| | | TOTAL | \$28,550.00 |
| | Thank you for allowing Blue Ribbon the opportunity to provide you with this quote. We look forward to working with you on your project. | | |
| | Accepted by: _____ Accepted Date: _____ | | |

Bill Text - HB398 (2022)

Making an appropriation to the department of environmental services for funding eligible wastewater projects.

Revision: March 24, 2022, 12:29 p.m.

HB 398 - VERSION ADOPTED BY BOTH BODIES

6Jan2022... 2117h

2021 SESSION

21-0469

06/08

HOUSE BILL **398**

AN ACT making an appropriation to the department of environmental services for funding eligible wastewater projects.

SPONSORS: Rep. Bucu, Carr. 2; Rep. Umberger, Carr. 2; Rep. Leishman, Hills. 24;
Sen. Watters, Dist 4

COMMITTEE: Finance

AMENDED ANALYSIS

This bill makes appropriations to the department of environmental services for the purpose of funding eligible wastewater projects under RSA 486.

Explanation: Matter added to current law appears in ***bold italics***.

Matter removed from current law appears [~~in brackets and struck through~~]

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

6Jan2022... 2117h 21-0469

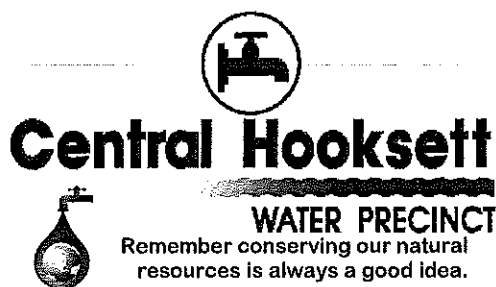
06/08

This bill appropriates \$5,735,248 in FY 2023 and \$6,919,115 in FY 2024 (\$12,654,363 total) of general funds to the Department of Environmental Services for the purpose of funding eligible wastewater projects under RSA 486.

This bill will increase state expenditures and local revenue by \$5,735,248 in FY 2023 and \$6,919,115 in FY 2024.

AGENCIES CONTACTED:

None



Important Notice – Deduct Meters

Effective December 31st, 2022 Central Hooksett Water Precinct will no longer support the sewer deduct meter program under its current policy in place. CHWP reads the deduct meters on a quarterly basis and provides those reads to the sewer department for deduct calculations. 90 % of the deduct meters installed are the old-style meters with an outside reader mounted on the exterior of the home which requires our department to collect the reads manually. Over the last 10 years CHWP has updated all of our meters to the radio read meters in an effort to reduce meter reading time, ensure accuracy, and most importantly to protect our employees from the biggest risk of Slips and Falls from manually reading meters.

CHWP will be implementing an Irrigation Meter Policy for those customers who do irrigate and use outside sill cocks and would like to not have to pay the sewer rate for this water being used.

1. The customer desiring an irrigation meter shall pay to CHWP a meter fee in accordance with the current meter fee schedule. Unlike the current deduct policy, CHWP shall own and maintain the meter for accuracy.
2. The customer shall rearrange the plumbing so that only the outside fixtures will be metered by the irrigation meter and will be independent of the house meter.
3. The customer shall pay for use of the water on the basis of the current rate schedule. The rate schedule includes minimum billing. No sewage will be billed on the irrigation meter. Irrigation meters shall be billed twice a year.
4. August bill will include water usage for May, June, and July
5. November bill will include water usage for August, September, and October.
6. Readiness to serve will apply during the above-mentioned cycles and customers with irrigation meters will be billed a minimum bill of the fixed meter charge per the current meter fee schedule even if there has been no consumption. Any consumption during the winter months will be included on the first summer billing. Irrigation bills will go out independently of the main home water bill
7. In the event of irrigation restrictions, all persons shall comply with those restrictions. There will be no reduction in minimum charges as a result of irrigation restrictions.
8. The customer shall notify CHWP in writing prior to permanently (not seasonally) discontinuing use of an irrigation meter.
9. Low outside water users may not benefit from a deduct meter or an irrigation meter and CHWP can work with you and review your usage history to determine estimated costs vs savings if any.

For more information regarding irrigation meters, please contact Chris Culberson or Joshua Beaulieu at the Central Hooksett Water Precinct at 603-624-0608 x 105 between the hours of 8 am – 4 pm Monday Through Thursday and Friday 8am -12pm.

10 Water Works Drive • PO Box 16322 • Hooksett, NH 03106 • Phone: 603-624-0608 • Fax: 603-624-0814
Email: centralhooksetwater@comcast.net

The State of New Hampshire

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To Kenneth Conaty Esquire, Greeting:

Know you, That we, reposing special trust and confidence in your Fidelity and Ability, have constituted and appointed you a member of the Water Council



Hereby giving and granting unto you the said Kenneth Conaty all the power and authority given and granted by the Constitution and Laws of our State to a member of the Water Council

To have and to hold the said Office, With all the powers and immunities to the same to serve for a term ending August 22, 2022.

Chris T. Sununu

Governor

In Testimony Whereof, We have caused our seal to be hereunto affixed.

Witness, Christopher T. Sununu, Governor of our State at Concord, this twenty-third day of March in the year of Our Lord two thousand and twenty-two and of the Independence of the United States of America the two hundred and forty-sixth.

By His Excellency the Governor, with the advice of the Council

[Signature] Secretary of State

The State of New Hampshire

County of Merrimacks.s.

March 30 2022

Then the said Kenneth Conaty took and subscribed the oath of office as a member of the Water Council as prescribed by law.

Before us,

[Signature]
Justice of the Peace or Notary Public

[Signature] Notary
Justice of the Peace or Notary Public