

DATE RECEIVED 9-20-22

Hooksett Sewer Commission
September 6, 2022
Meeting Minutes

INITIAL	COMMENTS
<u>B</u>	
<u>JK</u>	

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 meeting minutes from August 16, 2022. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Read Correspondence

Financial Report: None

Scheduled Appointments: 12:00pm Todd Smith **RE: Accessory Dwelling Unit (ADU)** system development fee. Todd came in to meet with the sewer commission in regards to his property at 24 Main Street. Todd has plans to add an ADU to the existing home. He was hoping to better understand the fees associated with doing so from the Hooksett Sewer Commission. Superintendent Conaty provided Todd with the sewer ordinance information pertaining to ADU's and System development fees (Attachment 1).

Superintendent Conaty's Report

Plant:

- Discharge numbers at the plant are still excellent
- Superintendent Conaty requested any comments or suggested changes on the 2023-2024 budget.
- The HSC budget needs to go to the budget committee this week

TIF Project:

- Superintendent Conaty made a list of on-going projects (attachment 2).

Phase 3A Plant Upgrades:

- BNR tanks have been demolished. One new interior wall has been poured the second will be done this week.
- Underground piping has been started
- Headwork's testing will be done this week

- The next construction meeting is September 6, 2022 at 1:00pm.
- Up charges: -roof drains
 - basement sump-pump and rear bathroom drain
 - air diffusers (Superintendent Conaty is looking at numbers today)
 - grout infill (being completed today)
 - lighting in headwork's (will be started today)

Solar:

- Solar is above projection so far this year

Force Main replacement

- Found lost manhole at conproco

Asset Management:

- Work orders are progressing
- Working on Risk Assessment
- John Jackman is coming in next Thursday to meet with Ken.

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

New Business: The next Sewer Commission meeting is scheduled for September 20, 2022

Non-public session: The sewer commission did not go into non-public session

Public Input: None

Adjournment: Commissioner Robert Duhaime made motion to adjourn at 12:56pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,

Kim Langlois
Billing Clerk


Richard Bairam (Clerk)

ordinances. Any powers granted to or duties imposed upon the Superintendent may be delegated by the Superintendent to other personnel.

1.3 ABBREVIATIONS


BOD	Biochemical Oxygen Demand
CFR	Code of Federal Regulations
COD	Chemical Oxygen Demand
EPA	United States Environmental Protection Agency
gpd	Gallons per day
IDP	Industrial Discharge Permit
Mg/l	Milligrams per liter
DES	New Hampshire Department of Environmental Services
NPDES	National Pollutant Discharge Elimination System
POTW	Public Owned Treatment Works
RCRA	Resource Conservation and Recovery Act
RSA	New Hampshire Revised Statutes Annotated
SIC	Standard Industrial Classification
SMH	Sewer Manhole
TDS	Total Dissolved Solids
TSS	Total Suspended Solids
USC	United States Code

1.4 DEFINITIONS


Unless the context specifically indicates otherwise, the meaning of terms used in these regulations shall be as follows:

- **Act or the Act** - The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C.1251 *et seq.*
- * ▪ **Accessory Dwelling Unit** - A residential living unit that is within or attached to a single-family dwelling, and that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking, and sanitation on the same parcel of land as the principal dwelling unit it accompanies.
- **Applicant** - Any person requesting approval to discharge industrial or domestic wastewaters into facilities of the Town of Hooksett.
- **Approval Authority** - The State of New Hampshire shall be the approval authority.

operation or their personnel. Such characteristics shall include, but are not limited to; volatile, explosive, toxic or other unacceptable materials.

- **Standard Industrial Classification (SIC) Code** - A classification pursuant to the *Standard Industrial Classification Manual* issued by the United States Office of Management and Budget.
- **Standard Laboratory Procedure** - Those procedures or tests for the examination of water and wastewater as described in "Standard Methods for the Examination of Water and Wastewater" (latest edition) as published jointly by the American Public Health Association Inc., American Water Works Association, and Water Pollution Control Federation, or EPA approved method published in the Code of Federal Regulations , Title 40, Part 136 (40 CFR Part 136).
- **State** - The State of New Hampshire
- **State Plumbing Rules** - The rules adopted by the Board pursuant to RSA 329-A:15.
- **Storm Drain** - Sometimes termed storm sewer, is a drain or sewer for conveying storm water, groundwater, subsurface water, or unpolluted water from any source.
- **Storm Water** - Any flow occurring during or following any form of natural precipitation, including snowmelt.
- **Superintendent** - The supervisor of the wastewater facilities, wastewater treatment works, and water pollution control for the Town of Hooksett, or his/her authorized deputy, agent or representative.
- **Suspended Solids (SS)** – Solids that either float on the surface, or are in suspension in, water, wastewater or other liquids that are removable by laboratory filtering as prescribed in "Standard Methods for the Examination of Water and Wastewater" and are referred to as non-filterable residue.
-  **System Development Fee** - A fee charged for the right to connect to the sewage system and to utilize a portion of the capacity of that system.
- **Total Toxic Organics (TTO)** - Any of the organic substances, alone or in combination, as determined by the Superintendent, to sufficiently inhibit the operation of the POTW or endangers its employees, which may result in violation of air or water quality criteria or which could result in sludge reuse limitations; or at a minimum, shall mean the summation of all values greater than 0.01 mg/L for the

toxic organics listed in the Code of Federal Regulations 40 CFR Part 433.11(e) and in the Federal Register at 48 FR 137.

- **Toxic Organics** - All substances listed in Tables II and V of 40 CFR Part 122 and in Appendix A of this document.
- **Toxic Pollutants** - Any pollutant listed as such in the Clean Water Act, such as biocides, pesticides and other toxic materials.
- **Town** - The Town of Hooksett, New Hampshire acting through the Hooksett Wastewater Treatment Facility under the provisions of RSA 149-I.
- **Treatment Works** - Any device or system used in the storage, treatment, recycling or reclamation of sanitary sewage or industrial waste including the sewage collection system, interceptor sewers, major interceptors, pumping stations, sewage treatment plant, and appurtenant facilities essential to the operation of the entire system.
- **Unpolluted Water** - Water of quality equal to or better than the effluent criteria in effect or water that would not cause any violation of receiving water quality standards and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities provided.
- **Upset** - An exceptional incident in which there is unintentional and temporary non-compliance with pretreatment standards because of factors beyond the control of the user. An upset does not include non-compliance to the extent caused by operation error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventative maintenance, or careless and/or improper operation.
- **Useful Life** - The estimated period during which the Wastewater Facility of the Town will operate.
- **User or Industrial User** - Any person who discharges wastewater or industrial wastewater in to the sewage system of the Town of Hooksett.
-  **User Charge** - The portion of the total wastewater service charge that is levied in a proportional and adequate manner for the cost of operation, maintenance, and replacement of the wastewater treatment works.
- **Waste** - Substances in liquid, solid, or gaseous form that can be carried in water.

G. Whenever any person violates any provision of these ordinances, or fails to comply with any order of the Board, the Board, acting through the Superintendent, may apply to the responsible court for the issuance of an injunction restraining the person(s) violating the Ordinance or failing to comply with the Board order from making any further discharges into the water, watercourses, natural outlets, sewer or wastewater facilities under the jurisdiction of the Board.

10. CHARGES FOR SEWER SERVICE

10.1 SEWER USE CHARGES AND FEES

- A. Pursuant to RSA 149-I:8, a system of sewer rent charges and fees are hereby established and assessed for paying the cost of construction, management, maintenance, replacement, operation, and repair of the Town of Hooksett's Wastewater Treatment Facilities.
- B. The Board will review the user charges, at least annually, and revise the rates as necessary to ensure that adequate revenues are generated to pay the costs of O&M (including replacement) and that the system continues to provide for the proportional distribution of O&M including replacement costs among users and user classes.
- C. **SEWER FUNDS (RSA 149-I:10)** – Funds received from the collection of sewer rents, Superintendent inspection fees and permit fees shall be kept in a separate and distinct fund known as the Sewer Fund. Any surplus in such fund may, as determined by the Board, be used for the enlargement or replacement of the wastewater treatment facilities. Sewer funds may be used to pay previous expansion or improvements of wastewater treatment facilities or for any purpose provided in this section.
- D. **USER CHARGES ESTABLISHED** – Each person discharging wastewater to a public sewer shall be subject to a sewer user charge. The user charge shall be based on the quantity, strength, and characteristics of the wastewater discharged to the public sewer.
- * E. **SEWER RENT (RSA 149 – I:8)** – Sewer Rent for residential premises, commercial establishments and industrial establishments shall be paid by the owner of the real estate having any structure containing one or more customer units that discharge sewage in Hooksett's sewer system. For the purpose of this subsection, each mobile home, condo unit and apartment unit shall be considered a separate structure. Sewer rent is composed of service charges and use charges.

7500



F. **SERVICE RENTAL CHARGE** – Service Rental Charges shall be payable by the Owner of the real estate whether or not the premises are occupied. Service rental charges are a base charge for each hookup regardless of use quantities. All service rental charges shall be at the rate determined by the Board. In the case of structures containing one or more customer unit, a separate rental charge shall be payable for each customer unit.

Sewer Commission customers may contact the office, at any time, to inquire about rates for both the Rent and Charge portions of their bills. Customers may also learn more information on the Sewer Commission's website at www.hooksettsewer.com.

G. Charges for sewer service may include charges for construction, which are fixed costs, and charges for O&M that are variable costs that may change from year to year in proportion to the quantity of wastewater collected and treated.

H. Charges for construction of fixed costs may be applied to pay for principal and interest payments on the bonded indebtedness.

I. **SEWER USER CHARGES:** Each user connected to the sewerage system shall pay a sewer user charge to cover the costs of management, maintenance, operation and repair, including replacement of the wastewater system. Sewer user charges shall be based on water use.

1. Sewer surcharges may be levied upon users who discharge wastewaters to the system that are above normal strength. The discharge of septage is an example of assigning a surcharge for O&M. For the purpose of determining the surcharge, normal domestic wastewater shall be considered to each have a BOD and suspended solids concentration of 250 mg/L.

2. Any user contributing more than 5,000 gallons per day and, whose discharge strength is greater than 400 mg/L BOD or 300 mg/L TSS, shall prepare and file with the Board a report that shall include pertinent data relating to the wastewater characteristics, including the methods of sampling and measurement to obtain this data, and this data shall be used to calculate the user charge for that user. The Board shall have the right to gain access to the waste stream to take its own samples.

J. **OTHER USER FEES:** Fees may be assessed for the following:

1. Monitoring, inspection, and surveillance procedures including the cost of collection and analyzing a user's discharge, and reviewing monitoring reports submitted by users.

5. In the case of a water meter malfunction, the quarterly billing consumption will be determined by estimating the average quarterly amount that ordinarily passes through the meter when it is operating correctly, or a quantity estimated by the Billing Clerk.
6. All unpaid sewer charges constitute a lien in accordance with the terms of RSA 149-I.11.
7. When a property is sold or a tenant has moved out, the amount owed **STAYS WITH THE PROPERTY** not previous owners/tenants.
8. See **Appendix D** for Sewer charges and miscellaneous fees.

10.3 APPEAL PROCESS

Any user who feels that their charge is unjust and/or inequitable may make an appeal to the Sewer Commission **in writing** within forty five (45) days of the billing date for the usage in question. Such requests should include any information deemed necessary, as in estimated average flow, explanation of the overages, or any other extenuating circumstances.

10.4 DAMAGES

Any damages to the sewer system that is deemed the responsibility of a homeowner(s) and/or business owner(s) and to which fees are assessed for repairing said damages will be added to the responsible party's sewer bill. If the charges are still unpaid by the **end of the calendar year**, the amount will be turned over to the Hooksett Tax Collector and added to that property's taxes.




10.5 SYSTEM DEVELOPMENT FEES

The amounts of the System Development Fees are established by the Board and published separately as a part of the Board user charge system. Such entrance and expansion fees shall be determined so that the total of such charges will be adequate to service the debt and encourage the use of the system. These fees are deposited in a spate fund and used only to pay the costs incurred in constructing the wastewater system, including the portion of the building sewers in public streets and rights-of-way, collection sewers, pumping stations, wastewater treatment facility and other appurtenances.

1. NEW POTW SYSTEM DEVELOPMENT FEES:

- A. No provision in these Rules and Regulations shall prevent the Board from assessing fees in order to derive the cost of expanding

or enlarging sewer or treatment plant capacity to accommodate the additional wastewater contribution generated by development.

- B. In order to be considered for approval, a proposed applicant will be required to pay the Board a System Development Fee (SDF) sum equal to a minimum of **\$6,200** per new equivalent dwelling unit (NEDU) to be served by the proposed sewer extension.
- C. For the purpose of this subsection, one flow unit equals 225 gallons per day. Fractional flow units shall be rounded to the nearest whole number with a minimum flow unit of 1 for each service.
- D. An exception to **Section C** above is for dwelling units specified for 55 and older. These flow units will be charged 110 gallons per day.
-  E. Any residential unit that installs an accessory dwelling unit will be charged an additional **\$3,100** SDF fee.
- F. Existing single-family dwelling units, serviced by the sewer, shall be exempt of the SDF fees. The first dwelling unit (or equivalent) for an existing multi-family dwelling unit (**townhouse or condo**) shall also be exempt.
- G. Commercial and Industrial units shall not have any exemptions.
- H. Upon payment of the System Development Fee, the Board will commit or reserve sufficient treatment plant capacity to accommodate the applicant and reserve the same for a five (5) year period of time. If a change in the use of the property occurs which will increase the water consumption/sewer discharge after the System Development Fee has been paid, the SDF for the additional use must be paid. If, after the project is completed and it is found that the project is using more gallonage than paid for, the Sewer Commission has the right to bill the project for the additional System Development Fees.
- I. Once a project has obtained Planning Board approval, and has paid all fees, it has one year to request a refund of funds. After one year the capacity stays with the project, and no refunds will be given.

ON GOING PROJECTS

University Heights
University Townhomes
Maurais St
Maurais St Townhomes
Berry Hill
7 Martins Ferry Rd
Cigna Building
Otterson Property
Seasons Market
Black Diamond Car Wash
Marmon Aerospace
Eversource Building
Gymnastics Building Expansion
Dominos Pizza
Industrial Units behind Fireworks
Strickland Brothers Oil
Platinum Truck
Dartmouth St Home
Dartmouth/Hunt St 6 homes
Autumn Frost Dr
Manor Dr

Rte 3A TIF
Tri-Town Pump Station TIF

OUR PROJECTS

Phase 3A Upgrade
Golden Gate PS
Merrimack St PS
Martins Ferry PS & Force Main
Dewatering Upgrade
PS Radio Communication
Manhole Cover Replacement Program
Plan digitizing project
Dale Rd manhole cover
Solar Fence
Electric Gate
Fire Alarm Upgrade
Security Upgrade