

Hooksett Sewer Commission
Meeting Minutes
December 20, 2022

HOOKSETT
WASTEWATER TREATMENT FACILITY
DATE RECEIVED 1-3-23
INITIAL B COMMENTS

This meeting was called to order at 12:00pm. Present were Chairman Sidney Baines, Commissioner Richard Bairam, Superintendent Ken Conaty and Assistant Superintendent John Clark. Commissioner Robert Duhaime did not show up for this meeting.

Approve and Sign Manifest

Approve Minutes: Commissioner Richard Bairam made motion to approve the workshop and meeting minutes from December 6, 2022. Chairman Sidney Baines seconded. All in favor, the motion was carried unanimously.

Read Correspondence

Financial Report: Guy came in and gave the Sewer Commission a brief overview of the Sewer accounts. Including cash balances, the trust and composting cash flow projections and Phase 3 comprehensive Cost.

TIF Updates (Given by Bruce Thomas):

- Parks Construction is getting ready to break ground.
- Bruce is still waiting on state approval of licensing
- Still waiting on easement for Tri-town arena. Chairman Baines asked if they are aware of the urgency for this easement. Bruce Thomas and Superintendent Conaty both said that the guy is aware. Superintendent Conaty said he would reach out to him again today.

Scheduled Appointments: None

Superintendent Conaty's Report:

Plant: (Given by Assistant Superintendent John Clark)

- Plant is having some small upsets due to construction related process changes. This is to be expected.
- Waiting on parts for the rooftop heat/ac unit
- Monthly DMR was submitted
- TSS fail violation due to the plant upsets because of the ongoing construction.

Solar:

- Waiting on November bill so it can be evaluated

- Assistant Superintendent Clark said he will have a more detailed report regarding solar at the next Sewer Commission meeting.

Phase 3A Plant Upgrades:

- Underground air piping continuing
- Above ground air piping is continuing
- New splitter box poured gates have been installed
- Sparge air blowers and pipe have been started
- New 24" pipe to grit chamber is in the works
- Next Construction meeting is January 3, 2023 at 1:00

Force Main Replacement/Martins Ferry pump station upgrade:

- Superintendent Conaty will be meeting with Underwood on January 10, 2023

Dewatering upgrade/pilot study:

- Working on design
- Dewatering kick off meeting was last Tuesday

Asset Management:

- Work orders continue to progress
- Working on risk assessment
- Superintendent Conaty meets with Eliza on December 21, 2022

Other:

- Working with Ell on radio communications
- Main power panel is being installed tomorrow
- Contacted Rhymes about propane tank. Superintendent Conaty said he doesn't think they will install the generator up there until the spring because everything is already frozen.
- Commissioner Richard Bairam asked if the Radio Communications was wrapping up soon. Superintendent Conaty said he is hoping by the end of February beginning of March. Alarms still need to be installed and programmed.
- Assistant Superintendent Clark is still scanning plans. He must be around 4000 pages scanned. Commissioner Richard Bairam asked when new plans come in are they scanned right away? Superintendent Conaty said yes. Chairman Sidney Baines asked if there is enough storage for the paper plans and Superintendent Conaty said yes.
- Superintendent Conaty attended a water council meeting last Wednesday. There was a change on the 304 Rule. 1974 was the last time the rule was updated.
- The replacement scum pump will be in tomorrow
- Superintendent Conaty purchased salt from the highway dept. \$1100.00 or \$13.73/ton
- Superintendent Conaty will be absent from the next Sewer Commission meeting. He will be in Florida from 1/1/23 to 1/9/23.

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

New Business: 1. The next Sewer Commission Meeting is January 3, 2023

2. Updates to personnel plan, employee benefits and job descriptions.

(Office Manager Linda O'Keefe came in to discuss the changes).

- Linda put together a revised benefits list for employees of the Hooksett Sewer Commission. The revisions require a motion. Commissioner Richard Bairam made motion to accept the revised benefits and for Linda to go over them with each employee. Chairman Sidney Baines seconded. All in favor, the motion was carried unanimously. Chairman Baines asked Superintendent Conaty if he would be present for this. Superintendent Conaty agreed.
- The town council just updated the personnel plan. Linda went over the changes with the Commissioners, they are going to take time to look over the new plan and allow Superintendent Conaty time to review them. They will make a motion for approval of the amendments at the January 17, 2023 meeting.
- Looking back at the benefits package Chairman Sidney Baines was looking at the stipend amount for employees that do not take the health insurance. He said that, that could be discussed in non-public session at a later date.


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 12:59pm. Chairman Sidney Baines seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,

Kim Langlois
Billing Clerk


Richard Bairam
Clerk