

Hooksett Sewer Commission
Meeting Minutes
January 17, 2023

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 and Assistant Superintendent John Clark.

Approve and sign manifest

Approve and sign revised Q1 2023 billing warrant

Approve Minutes: Commissioner Richard Bairam made motion to approve both the workshop and meeting minutes from January 3, 2023. Chairman Sidney Baines seconded. All in favor, the motion was carried unanimously. (Commissioner Robert Duhaime refrained from voting as he did not attend that meeting.)

Read Correspondence

Financial Report: Guy came in to give the sewer commission a brief update and overview of the Hooksett Sewer Commission accounts.

- Commissioner Richard Bairam made motion to transfer \$3,900.00 from the HSC checking account to the HSC trust property enhancement account for second quarter fiscal year 2023 rent collected. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.
- Commissioner Richard Bairam made motion to transfer \$30,000.00 from the HSC checking account to the HSC trust plant and composting account for second quarter (3 months) of fiscal year 2023 savings from renewable energy systems. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.
- Commissioner Richard Bairam made motion to transfer \$11,367.00 from the HSC checking account to the HSC trust plant and composting account for second quarter fiscal year 2023 renewable energy credits collected. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.
- Commissioner Richard Bairam made motion to transfer \$355,000.00 from HSC plant and composting account to the HSC checking account for PRB Construction payment request Number 11. Expenditures through January 2023. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

- Commissioner Richard Bairam made motion to transfer \$18,510.09 from the HSC capital reserve account to the HSC checking account for capital expenditures through December 2022 above \$132,800.00. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.
- It was discussed that starting July 1, 2023 which is billed for in January 2024. Residential sewer rent fees would go from \$37.00 to \$39.00, Commercial sewer rent fees would go from \$60.00 to \$64.00, Industrial sewer rent fees would go from \$93.00 to \$100.00 per quarter. The cost of sewer per thousand gallons would go from \$6.80 to \$7.25. Commissioner Robert Duhaime asked Guy if he could produce a form that would show the trend of sewer increases over the last few years. Guy said he would work on that for the next meeting that he will attend.
- Chairman Sidney Baines made motion to transfer \$40,000.00 from the inspection services line to the office administrative services line on the Underwood Engineering contract. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Scheduled appointments: None

Superintendent Conaty's Report:

Plant: (This portion of the report was given by Assistant Superintendent John Clark)

- The plant is struggling right now. There was a BOD violation and poor effluent due to the ongoing construction. All necessary parties were notified of the violation.
- The rooftop unit is working ok for now
- Floc mixer motor failed, a replacement has been ordered for \$1000.
- Superintendent Conaty renewed NHDES SQC permit. (Expires December 2027)
- The monthly required DMR was submitted
- The quarterly storm water DMR was submitted
- Working on collection system report
- Working on sludge SQC report

TIF Project:

- Tri Town easement is delayed. Superintendent Ken Conaty passed all information of this to Bruce Thomas and Dave Mercier.
- Granite woods precon meeting for building was last week

Phase 3A Plant Upgrade

- Underground air piping is complete
- Above ground air piping is complete
- All yard hydrants are installed
- Sparge air blowers and pipe work continues

- Continued new 24" pipe to grit chamber
- 24" flow meter installed
- Scum lines completed
- Froth Spray in tanks hooked up
- Underground conduits complete around tanks
- Lots of holes have been filled in
- Next construction meeting is February 7, 2023 at 1:00pm
- Up charges include the basement sump pump/rear bathroom drain and sheeting removal

Solar: (This portion of the report was given by Assistant Superintendent John Clark)

- Production down this time of year due to weather and shorter days
- Eversource Kwh rates are the highest ever at \$0.29

Force Main Replacement/Martins Ferry PS upgrades:

- Superintendent Conaty met with Underwood on January 10, 2023.

Dewatering upgrade/pilot study:

- Still working on design. Someone is coming out this week for measurements

Asset Management:

- Work orders are still progressing
- Working on risk assessment
- Receiving training on GPS unit next month with upgraded software

Other:

- Working with EII on radio communications. The main panel was installed, the tower was installed at golden gate, the generator and the propane tanks are to be installed in the spring and programming should be starting soon.
- Still scanning plans
- Investigating inflow issue around West Alice Ave.
- Superintendent Conaty went to Budget Committee meeting and they cut the Sewer Commissions electrical line from \$189,000 to \$100,000. Superintendent Conaty met with the budget committee again and explained to them where the error occurred on the budget submitted. It was corrected and they moved the electrical line amount back to \$189,000.

Old Business: Update employee benefits, personnel policy and job descriptions.

New Business:

- The next Sewer Commission meeting is February 7, 2023
- Chairman Sidney Baines discussed his thoughts in regards to the ADU building permit process. There are ADU fees that need to be paid at sewer level that continually get overlooked.

Customer's projects are being signed off on without sewer ADU fees being paid. Chairman Sidney Baines would like to bill the town for missed ADU Fees. Superintendent Conaty said he would contact the building department at the town to see if he can set up a meeting so this can all be discussed and an agreement of the process can be made.

Non-public session: Commissioner Richard Bairam made motion to go into non-public session at 1:25pm under **RSA 91-A:3, II(e)**. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

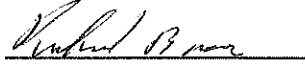
Commissioner Richard Bairam made motion to come out of non-public session at 1:31pm. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously. No decisions were made while in non-public session.

Public Input: None

Adjournment: Commissioner Richard Bairam made motion to adjourn at 1:39pm. Chairman Sidney Baines seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,

Kim Langlois
Billing Clerk


Richard Bairam (Clerk)