

Hooksett Sewer Commission  
March 21, 2023  
Meeting Minutes

INITIAL	COMMENTS
<u>B</u>	
<u>JLB</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 meeting minutes:** Commissioner Richard Bairam made motion to approve the regular meeting minutes and the workshop minutes from March 7, 2023. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

**Read Correspondence**

**Financial Report:** Guy Beloin gave the sewer commission a brief update on the Hooksett Sewer Commission accounts.

**Scheduled Appointments:** None

**Superintendent Conaty's Report:**

**Plant:**

- Plant numbers are having a difficult time due to the bypass pumping
- The air in the tanks has been rebalanced
- There was an oil leak on IFAS blower 4
- Collection system report has been submitted (CMOM Report, see attachment 1)

**Solar:**

- Production is on par for this time of year

**Phase 3A Plant Upgrades:**

- Secondary splitter box complete
- Work is starting on the chlorine dosing chamber
- The railings are almost done
- IFAS tanks 2D & 2E have been taken offline for retrofit
  - Screens have been installed
  - Otherwise completed, discs just need to be installed
- The next construction meeting is April 4<sup>th</sup> @1pm
- Recommended payments

- Req. #13 for \$130,000
- ESI #24 for Nitrate pipe revision \$15,665.99 (attachment 2)
- Stainless Steel Sheet \$12,175.74 (attachment 3)

- Up charge balance sheet is coming

#### **Force Main Replacement/Martins Ferry PS Upgrade**

- Working on design
- Superintendent Conaty met with Jill at Old Castle- She is 100% on board
- Brett the contact at Eversource is sick this week

#### **Dewatering Project:**

- Working on design, Superintendent Conaty met with Underwood on Friday
- Superintendent Conaty went over a new opportunity through BDP on thickener (attachment 4)

#### **Asset Management:**

- Work orders are progressing
- Still working on Risk Assessment
- GPS training is next month on upgraded software
- Superintendent Conaty spoke to NEWEA asset management group via Zoom on March 16<sup>th</sup>.

#### **TIF Project:**

- The Tri-Town easement is finally done
- New memorandum of understanding is also completed

#### **Other:**

- EII radio communications- programming should start at the beginning of April
- Hopefully the scanning of plans will be coming to an end in the next couple of weeks
- The flow issue is being investigated around West Alice Ave
- Superintendent Conaty and Assistant Superintendent Clark are attending a Grant Funding workshop on Thursday
- Working with NEIWPC on an online class- Mike from the plant is the test subject.
- A precon was had for Hunt St. and Dartmouth St.

**Old Business:**

- TIF updates are ever third Tuesday of the month
- Bruce Thomas came in to give a few updates
  - TIF update meetings are 9am on the last Thursday of the month
  - TRI-town easement is finally signed, PRB is now ready to sign
  - MB has been sent the final easement documents
  - Underwood has \$8300.00 left in the design contract
  - Underwood inspection contact is going ok. \$96,500 has been spent to date. \$53,000 remains in escrow. This will be replenished to \$150,000 after the next pay requisition.
  - NERR retention documents were revised
  - Contract 3 heading north on RT 3A, easements need to be sent to owners.
- Construction progress meeting are the first meeting of every month

**New Business:**

- The next Sewer Commission meeting is on April 4, 2023
- Commissioner Robert Duhaime will be excused from the April 4, 2023 meeting.

**Non-public session:** Commissioner Richard Bairam made motion to go into non-public session at 12:59pm, under **RSA 91-A:3, II (a)**. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously. Commissioner Robert Duhaime made motion to come out of non-public session at 1:08pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously. The sewer commission granted Superintendent Conaty back 2 sick days and 2 personal days due to him working over his vacation.

**Public Input:** None

**Adjournment:** Commissioner Richard Bairam made motion to adjourn at 1:09pm. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,

Kim Langlois  
Billing Clerk

  
Richard Bairam (Clerk)



Town of  
Hooksett  
Annual  
CMOM  
Report

2022

# Annual CMOM Report

## 2022 Accomplishments

Over the past year we have accomplished many of our goals including the following:

- Continued maintenance of our cross-country easements to allow access.
- Cleaned 5936 linear feet of sewer pipe.
- Issued sixteen (16) residential sewer connection permits. These add an additional 3600 gpd to the Hooksett Wastewater Treatment Facility flow schedule.
- Performed our yearly check of grease traps in town
- Continued training six personnel. This year we attended online classes in pipeline maintenance and pump maintenance/repair.
- Continued sewer line and manhole assessment and preventative maintenance program- performed camera inspection of nearly 4400 ft of pipe.

## Sanitary Sewer Overflows

- Hooksett is reporting that we had zero sanitary sewer overflows from the collection system this year.

## Financials, Budgets and Rates

### 1) Budget Process

The Hooksett Wastewater Treatment Facility complies with the Town of Hooksett's budget process (cycle). Hooksett is an SB-2 community with a Deliberative Session in February in which residents can increase,

decrease, or make no changes to the budget and warrant articles. Following Town Meeting, all day voting is scheduled in March on the budget that is decided on in February, one month from the date of the Deliberative Session.

The budget cycle begins in August with Wastewater Treatment Facility recommendations, followed by Sewer Commission review. Town Council review of the Town Budget begins in January with review of each Town Department budgets, including the Wastewater Treatment Facility. After finalizing the budget, a public hearing is held in February, followed by posting the Warrant and Budget by February 15<sup>th</sup>.

## 2) **Rate Setting and Financial History**

The Hooksett Wastewater Treatment Facility rate setting policies are based on the following principals:

- a) All users are charged an equitable share of the facilities actual cost to deliver service.
- b) Current rates cover the operating budget including some capital purchases as well as debt service on existing loans.
- c) Rates also include funding for Capital Improvement Projects that are approved annually by the Sewer Commission. The CIP is a ten-year plan.
- d) Capital and large expenses are phased in to avoid large increases in sewer rates through the use of NHDES SRF loans.
- e) Sewer rates are increased following the Consumer Price Index(CPI) every January

The Hooksett Wastewater Treatment Facility operates as an Enterprise Fund. This system is self-supporting and does not rely on the tax base for support. Revenues are generated from user fees, connection fees, and interest on the unreserved fund balance, capital reserve funds, and trust funds.

The residential, commercial, and industrial rates are based on a quarterly sewer rent plus gallonage used.

### 3) Historical Rate Review

As outlined in the above paragraph, the sewer rate structure is based on metered usage for residential, commercial, and industrial users. The sewer rent fee charge is the fee that residents pay each of four billing quarters.

Funding for the preventative maintenance program is done within the wastewater treatment plant budget and falls under several different accounts. A pipeline and manhole account exists to fund the specific maintenance needs of the collection system.

Funding for projects such as vehicle replacement, pump replacement, computerized asset management programs, and other related items fall under the capital accounts within the approved operating budget.

### 4) Operating, Maintenance Expenses and Sewer Rates

Proposed operating expenses for FY 23-24 will be as follows:

Personnel Services	\$988,278.
Operating Expenses	\$1,674,429
Capital Outlay	\$132,800

### 5) Capital Improvement Program Overview

The Capital Improvement Program (CIP) is part of the long-term plan for needed upgrades and improvements to the treatment plant and collection system to allow for a logical, phased approach to improvements.

The Hooksett Wastewater Treatment Facility CIP consists of two major components: Major and Minor. Major CIP projects have a dollar value in excess of \$10,000. These projects require a detailed backup sheet and justification to accompany the summary sheet. Minor CIP items are less than \$10,000 but greater than \$3,000 and include items such as equipment as well as professional services that exceed the \$3,000 threshold. Items with a value of less than \$3,000 are included in the operating budget under various capital accounts specific to the item. It should be noted that capital items identified in the CIP and funded through the capital reserve fund are placed in the annual operating budget. These items include vehicles, studies, equipment and other professional services that exceed \$3,000.

Funding for CIP items are through the annual operating budget.

- **Population Growth**

The treatment plant has a design capacity of 1.6 MGD; current flows are .7 MGD.

It appears that there will be some growth in the sewer system for the foreseeable future. This means that there is ample capacity within the system to accommodate future flows and loads. There are several planned commercial and residential projects that are anticipated to be complete in 2022 and beyond.

- **Capacity and Fees**

We anticipate some growth for the next two years in the residential and commercial sector as several proposals are currently before the planning board and the Sewer Commission. The treatment plant has adequate capacity for future growth since flows and loads are level. A sewer rate increase of 5.84% was implemented in Calendar Year 22 with the next rate increase occurring in Calendar Year 23 of 8%. The rate increases are tied to the Consumer Price Index(CPI).

System Development Charges were approved by the Sewer Commission. The current fee is \$6,200 per unit. This is the fee that a homeowner or developer would pay to connect a single family home to sewer and is based on design flow.

- **Capital Facilities Projects and Financing**

The total cost of planned minor capital projects for FY 22/23 is \$132,800 and is included in the operating budget. This does not include debt service on existing or new loans that will come on line. All projects are non-capacity related for the reasons already outlined, but some are related to collection system projects and maintenance. The proposed budget equal to the current budget.

## **Goals & Objectives for 2023**

- **GIS Map** –Contactors are now required to submit as-built plans in a format easily tied into our existing GIS for easy updating. New sewers will be added to our GIS sewer layer by staff.



- **Manholes** – We assess manholes as we clean lines. We will continue to do so. We have continued replacing manhole covers as roads are repaved to extend the life of the manhole.
- **Asset Management Software** – We are utilizing Google for our software. We have set up the pump stations with assets and work orders.
- **Cross Country Easements** -. We will be mowing and grading our easements on a regular basis to keep them accessible. A program to improve access will continue by removing stumps, etc.
- **Fats, Oil, and Grease Management** –The FOG program implemented is working well. We will continue with our inspections and education on FOG and wipes to system users.
- **Operations and Maintenance** –We will continue to monitor and clean pipes, manholes, pump stations and other assets throughout the town. We will continue to assess the condition of our system with trained in-house staff, and contractors.
- **Inflow and Infiltration** –We will continue to monitor flow in the collection system to assess any areas of concern. Assessing our cross-country easements will be a large step to addressing any issues with those.
- **Staffing** – Our staffing levels over the past year have not changed. We will continue utilizing subcontractors to do our video and pipeline cleaning.
- **Future Planning**- We are designing a new 12” HDPE force main in a new location from Martins Ferry Station to replace the 60 year old 8” force main currently in the railroad right of way.

A TIF district for the west side of the Merrimack River has been started. This will include a completely new sewerage system. This would include two pump stations and the connection of many businesses and homes in the Interstate 93 Exit 10-11 corridor. Completion of the first phase connecting the west side of Exit 11 to the new Tri-Town pump station(also being constructed) is expected to be completed by July,2024.

# PRB

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Construction Inc.  
25 Country Club Road #706  
Gilford, NH 03249  
Ph. (603) 528-7703 paul@prbconstructioninc.com

March 14, 2023

Dan Jacobson  
Underwood Engineering  
99 State Street  
Concord NH 03301

RE: Wastewater Treatment Facility, Hooksett  
ESI #24 Nitrate Pipe revision

Hiltz break down.	\$4,249.25
PRB Mark up 5%	<u>\$212.46</u>
Total	\$4,461.71
PRB Pipe Material	\$7,975.74
PRB Additional Hangers	\$300.00
PRB Labor 16 hours @ \$75/hr.	\$1,200.00
Total PRB	\$9,475.74
15% mark up	<u>\$1,421.36</u>
Total PRB work	\$10,987.10
Total add	\$15,358.81
PRB bond/insurance 2%	<u>\$307.18</u>
TOTAL	\$15,665.99

## Reservation of Right

This price does not include any amount of impacts such as interference, disruption, rescheduling, changes in the sequence of work, delays and/or associated acceleration. We expressly reserve the right to submit or request for any additional cost related to unforeseeable/unintended issues.

Paul R. Blandford  
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President



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25 Country Club Road #706  
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February 20, 2023

Dan Jacobson  
Underwood Engineering  
99 State Street  
Concord NH 03301

RE; Wastewater Treatment Facility, Hooksett  
Additional SS baffle plate REVISED

Mr Jacobson  
Due to the lack of information on the structural drawing to properly estimate the required SS baffles for the Chlorine Contact Tank I am requesting additional payment for an additional SS baffle plate.  
The material supplier did carry at bid time one plate based on the note on S-21 requiring a baffle plate. The note showed only one plate on the right side of the tank.

Plate material cost	\$7,980.00
PRB Labor to install 2 men 16 hr. @\$75/hr.	\$2,400.00
Total for additional work	\$10,380.00
PRB Mark up 15%	<u>\$1,557.00</u>
Total	\$11,937.00
PRB bond/insurance 2%	<u>\$238.74</u>
TOTAL	\$12,175.74

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President



