

HOOKSETT WASTEWATER TREATMENT FACILITY	
DATE RECEIVED	7-18-23
INITIAL	COMMENTS
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Hooksett Sewer Commission
June 20, 2023
Meeting Minutes

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 called and requested to be excused from this meeting.

Approve and Sign manifest

Approve meeting minutes: Commissioner Richard Bairam made motion to approve the meeting and workshop minutes from June 6, 2023. Chairman Sidney Baines seconded. All in favor, the motion was carried unanimously.

Read Correspondence

Financial Report: Guy came in and met with the Sewer Commission to go over the Hooksett Sewer Commission accounts.

Scheduled Appointments: None

Superintendent Conaty's Report:

Plant:

- Plant numbers have stabilized
- A/C unit replacement is scheduled for July 5th and 6th
- PAC tank is cleaned and prepped
- Mag tank is cleaned and the new distribution line is going to be installed
- All the pipes need to be relabeled
- NHDES operations inspection was done on June 14th (attachment)

Solar:

- Solar production looks to be ahead for the fiscal year

Phase 3A plant upgrade:

- Work has started on the bisulfate dosing chamber and is ongoing
- Chlorination and dechlor controls installed and running
- Sampling pumps are installed and running
- LCS on site programming last week
- The clearing of the debris from construction is going well
- Next construction meeting is July 18, 2023 at 1:00pm

Force main replacement/martin's ferry ps upgrades:

- Waiting on Underwood for easement documents
- 30% sent to NHDES

Dewatering Project:

- Met with Underwood
- NHDES made their comments and their comments were answered
- Looking at pre-purchase of equipment options
- Meeting with Underwood on electrical and structural

Asset management:

- Work orders continue to progress
- Starting to enter new equipment

TIF Project:

- Tri Town is under construction. Excavation on pump station started. They are waiting on water levels to go down, work should restart next week.
- A price was requested from PARK to extend sewer to the end of the cul-de-sac on Meadowcrest
- Received a call from Condo's on Bayview

Other:

- Work with Season's gas is done
- Sign project is in the works
- There have been five applicants for the operator position. Interviews will happen between 6/26 and 6/30.
- Superintendent Conaty will be meeting with Jeff Byrd tomorrow on the University project
- Superintendent Conaty submitted the SRF pre application and grant application for MF and GG/MS projects.
- Superintendent Conaty will be attending a NHWPCA summer meeting on Friday
- Superintendent Conaty will rewrite the construction standard this summer
- Work on the budget will begin

Old Business:

- TIF updates are every third Tuesday of the month

New Business:

- The next Sewer Commission meeting is scheduled for July 18, 2023 due to the July 4th Holiday.
- The next Construction progress meeting is scheduled for July 18th at 1:00pm

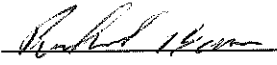
Non-Public Session: Commissioner Richard Bairam made motion to go into non-public session at 12:30pm, under **RSA 91-A:3, II(a)**. Chairman Sidney Baines seconded. All in favor, the motion was carried unanimously. Commissioner Richard Bairam made motion to come out of non-public at 1:13pm. Chairman Sidney Baines seconded. All in favor, the motion was carried unanimously. The sewer commission granted a 4 % increase to all Hooksett Sewer Commission employees and went over employee reviews.

Public input: None

Adjournment: Commissioner Richard Bairam made motion to adjourn at 1:17pm. Chairman Sidney Baines seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,

Kim Langlois


Richard Bairam (Clerk)



New England Interstate Water Pollution Control Commission

THE NORTHEAST GUIDE FOR ESTIMATING STAFFING AT PUBLICLY AND PRIVATELY OWNED WASTEWATER TREATMENT PLANTS (One Plus Shift)

Plant Name: Hooksett Design Flow 1.1 mgd

Design Flow: 0.5-1.0 mgd

Actual Flow: 0.7

FINAL ESTIMATES

Chart #	Annual Hours
Chart 1 – Basic and Advanced Operations and Processes	2912.00
Chart 2 – Maintenance	2020.00
Chart 3 – Laboratory Operations	2655.00
Chart 4 – Biosolids/Sludge Handling	1040.00
Chart 5 – Yardwork	555.00
Estimated Operation and Maintenance Hours	9182.00
Estimated Operation and Maintenance Staff	6.12
Estimated Additional Staff from Chart 7	
TOTAL STAFFING ESTIMATE	6.12

Note: The Total Staff estimate from Charts 1-5 will not be the final amount of staff necessary to run the facility. Please review Chart 7 for additional staffing needs.

Chart 6 - Automation/SCADA

Automatic Call Director (ACD)
 Billing system
 Computerized Facilities Management (FM) System
 Computerized preventative maintenance
 Computerized recordkeeping
 E-mail
 Geographical Information System (GIS)
 Internet website
 Laboratory Information Management System (LIMS)
 Local Area Network (LAN)
 Supervisory Control and Data Acquisition (SCADA)
 Telemetry

Chart 7 - Considerations for Additional Plant Staffing

Management responsibilities (i.e., human resources, budgeting, outreach, training, town/city meetings, scheduling, etc.) and responsibility for clerical duties (i.e., billing, reports, correspondence, phones, time sheets, mailings, etc.)
 Plant staff responsible for collection system operation and maintenance, pump station inspections, and/or combined sewer overflows
 Plant staff involved in generating additional energy
 Plant operators responsible for operating generators and emergency power
 Plant responsible for industrial pre-treatment program
 Plant staff responsible for plant upgrades and large projects done both on-site and off-site (i.e., collection systems, manholes, etc.)

Note: The user should attach supporting information to justify additional staffing needs from Chart 7.

**WW OPERATION SITE VISIT CHECKLIST
NPDES OR GWDP PERMIT**

FACILITY NAME: HOOKSETT WWTF

PERMIT NUMBER: NH NH0100129 GW

PERMIT EXPIRATION DATE: 10/31/2018

I. PRE-INSPECTION INFORMATION

Permittee's Name: HOOKSETT WASTEWATER

Name and Title of Responsible Official: SIDNEY BAINES – SEWER COMMISSION-CHAIR

Inspection Date: 6/14/2023 Time in: Time out:

Treatment Process: IFAS Disinfection Process: CL2/dechlor Grade of Facility: 3

Date of Last Inspection: 8/27/2020 Last Inspection Performed by: KEN KESSLER

Name/Grade of Operator in Responsible Charge: KEN CONATY - 4

Name/Grade of Back-up Operator in Responsible Charge: JOHN CLARK – 4

Contact (Name/Phone) for Information Regarding Collection System: KEN CONATY – 603-660-8674

REASON FOR VISIT: ☒ Annual ☐ Compliance Request ☐ OIRC Request ☐ Other

II. ATTENDEE CONTACT INFORMATION

1. List people present (include Inspector Name(s)):

<u>NAME</u>	<u>TITLE</u>	<u>PHONE #</u>
<u>RICHARD EMBERLEY</u>	<u>NHDES – OPERATIONS</u>	<u>603-271-2940</u>
<u>KEN CONATY</u>	<u>HOOKSETT - OIRC</u>	<u>603-660-8674</u>
<u>JOHN CLARK</u>	<u>HOOKSETT – BACK UP OIRC</u>	<u>603-660-8674</u>
<u>JOHN ADIE</u>	<u>NHDES - OPERATIONS</u>	<u>603-271-2586</u>

2. Permittee's E-mail address: 1 EGAWES DR. HOOKSETT, NH 03106

3. Permittee's mailing address: HOOKSETTSEWER@COMCAST.NET

4. Facility's physical address: 1 EGAWES DR HOOKSETT, NH 03106

III. PERMIT

1. ☒ YES ☐ NO ☐ NA Is a copy of the current permit accessible electronically or as a hard copy onsite or with the operator?

PERMIT COMPLIANCE CHALLENGES

1. Permit challenges all temporary and construction upgrade related

2.

3.

4.

V. GENERAL SITE/FACILITY APPEARANCE

1. ☒ YES ☐ NO ☐ NA Facility properly operates and maintains treatment units (no excessive scum buildup, grease, foam, or floating sludge in or on any of the treatment units)?

If no, explain:

2. ☒ YES ☐ NO ☐ NA All treatment units, other than backup units, are in service.

If no, explain:

3. YES ☒ NO ☐ NA Is there any indication of a hydraulic overload or surcharging of influent lines, overflow weirs or other structures?

If yes, explain:

4. ☒ YES ☐ NO Plant has general safety structures such as rails around or over tanks, pits or wells.

If no, explain:

5. YES ☒ NO ☐ NA Is there any evidence of severe corrosion and/or breaks or leaks in any chemical feed lines, piping or equipment?

If yes, explain:

6. YES ☐ NO ☒ NA Is there any evidence of septage spills at the septage receiving facility?

If yes, explain:

7. YES ☒ NO ☐ NA Are there any unpermitted flows (including facility floor drains, spills, dry weather drainage flow) entering the groundwater or surface water from the facility?

If yes, explain:

8. YES ☒ NO ☐ NA Are there proper spill containment for all containers?

If no, explain:

9. YES ☒ NO ☐ NA Any evidence of potential spills or inappropriate storage of chemicals/oils/wastes in the vicinity of floor drains that discharge to the headworks?

If yes, explain:

VII. EFFLUENT/RECEIVING WATER (Observation)

1. YES ☒ NO NA

Are there any floating solids, oil sheen, color, or foam in the effluent?

If yes, explain:

2. YES NO ☒ NA

Are there any floating solids, oil sheen, color, foam or a recognizable plume in the receiving water?

If yes, explain:

Not observed at this time due to higher river flows.

VIII. FLOW MEASUREMENT

1. YES ☒ NO

Are all critical plant flows metered (influent, effluent, RAS, WAS, recycle, septage)?

If no, explain:

IX. SELF MONITORING

1. ☒ YES NO

Influent and effluent sampling locations are representative of the permitted discharge.

If no, explain:

2. ☒ YES NO

The facility is adequately staffed?

If no, explain:

How many employees are needed to operate the facility?

6

How many certified operators does the facility employ?

6

3. YES ☒ NO

Does the facility have any uncertified employees?

If yes, explain:

X. OPERATIONS AND MAINTENANCE

1. ☒ YES NO

The facility has an adequate alarm system for power or essential equipment failures.

If no, explain:

2. ☒ YES NO

Routine and preventive maintenance is scheduled, performed and recorded.

If no, explain:

3. ☒ YES NO

The facility has an Asset Management Program. Program Name:

Google Sheets

If no, explain:

4. ☒ YES NO

A logbook is kept which documents all facility activities on a daily basis.

If no, explain:

5. ☒ YES NO

The facility maintains written procedures (SOPs) for operations and maintenance activities.

If no, explain:

On Video as well.

6. ☒ YES ☐ NO

The facility maintains an inventory of spare parts, either at the facility or close by, sufficient to keep all of its critical treatment units operational.

If no, explain:

7. ☒ YES ☐ NO

Adequate process control testing is being done.

If no, explain:

8. ☒ YES ☐ NO

The facility provides an alternative power source sufficient to operate the portion of the publicly owned treatment works (devices and systems used in storage, treatment and conveyance) it owns and operates.

If no, explain:

9. ☒ YES ☐ NO

The facility has Uninterruptible Power Supply (UPS) for disinfection equipment as to prevent undisinfected bypass discharge during power transfer.

If no, explain:

XI. HANDLING AND DISPOSAL OF WASTES

1. YES ☒ NO

Is septage accepted at the facility? How much?

2. YES ☒ NO

Is leachate accepted at the facility? Source & Amount:

3.

How are wastewater solids treated/disposed of?

Belt Filter to Merrimack Composting.

XII. COLLECTION SYSTEM

1. YES ☒ NO

Does the system collect wastewater from any surrounding towns?

If yes, name & volume:

2. ☒ YES ☐ NO

Does the system receive flows from a significant industry?

If yes, list & explain:

GE – 5% of plant flows.

3. YES ☒ NO

Are any parts of the collection system connected to stormwater flows (CS)?

If yes, explain:

4. YES ☒ NO

Does the system receive significant infiltration or inflow (I/I)?

If yes, explain & quantify:

<10 %

XIII. SUMMARY

Major observations:

Upgrade projects going very well – substantially complete this month.
Most of the facility has been upgraded. It nice to see a properly maintained and operated wastewater facility.

Recommendations:

Continue to move forward with the projects that are left (solids upgrade).