

Hooksett Sewer Commission
Meeting Minutes
September 5, 2023

INITIAL	COMMENTS
<u>B</u>	
<u>J</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 August 15, 2023. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Read Correspondence

Financial Report: Guy came in and gave a brief overview of the HSC accounts to the Sewer Commission.

- Commissioner Richard Bairam made motion to transfer \$37,200.00 system development fees collected from Hooksett Sewer Commission checking account to Hooksett Sewer Commission trust-plant and composting account. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.
- Commissioner Richard Bairam made motion to transfer \$95,402.42 from the HSC Trustee- plant and composting account to the HSC checking account for WWTF Phase 3A Capital Improvements project including PRB payment request #16 and Underwood Engineers for \$316,573.54 through June 30, 2023 and \$29,391.78 for construction interest on SRF note payable for same project less PRB retainage amount transfer correction \$250,562.90. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.
- Commissioner Richard Bairam made motion to transfer \$7,737.61 from Hooksett Sewer Commission trustee- plant and composting account to Hooksett Sewer Commission checking account for Martins Ferry Pump Station including Underwood Engineers up through June 30, 2023. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.
- Commissioner Richard Bairam made motion to transfer \$4,104.00 from the Hooksett Sewer Checking account to Hooksett Sewer Commission Trust- Plant and composting account for first quarter of calendar year 2023 from Knollwood Energy. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Scheduled Appointments: 12:00pm- Matt Murray-Auditor **RE: Informational about Hooksett Sewer Commission Audit.** Matt went over the process of the type of Audit that is done at the Hooksett Sewer Commission. Matt stated that he is very appreciative of the type of records that Guy Beloin keeps for the sewer commission. Chairman Sidney Baines asked Matt if there was anything that could be done to

help the process further. Matt went over a few ideas with Guy and the Sewer Commission. The Sewer Commission thanked Matt for his time and the information he supplied to them.

Superintendent Conaty's Report:

Plant:

- Plant numbers continue to be stable
- Clarifier 2 was cleaned and inspected, the wipers are being replaced now
- Nitrate recycle pump is running and ammonia levels are down

Solar:

- Solar production looks good. Assistant Superintendent John Clark went over solar production with the sewer commission (see attachment 1).

Phase 3A Plant upgrades:

- Punch list is 99% complete
- Final walkthrough completed, remaining punch list items moved to warranty list (formality of the state)
- Final up charge balance sheet is being worked on

Force main replacement/Martins Ferry pump station upgrades:

- Working on design, waiting on Underwood for easement, documents are 30% complete

Dewatering Project:

- Met with Underwood- 90%, plans are almost complete
- Bids for screw press due at 2:00 today
- Superintendent Conaty opened the bids for the screw press project this was just for the screw press equipment and other ancillary items.
- There was one bid from BDP in the amount of \$927,500.00 for two full units. The Bids is valid for 60 days from September 5, 2023.
- Commissioner Robert Duhaime made motion to accept BDP's bid proposal #082923-1503 in the amount of \$927,500.00. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

TIF Projects:

- Tri Town under construction. Excavation on PS is started. Bore test done, showed all sand, three larger 36" wells installed on 08/24/2023
- Price from PARK is coming soon for extending sewer to the end of the cul-de-sac on meadowcrest.

Other:

- Investigating inflow issue around Martins Ferry pump station, the pump station overflowed on 07/16/2023 a flow assessment is coming in ASAP, need to check Martins Ferry basin, working with flow assessment and got flow assessment maps to look at.
- Ardon drive area is going well, will clean in September time frame
- 1461 Hooksett Road, Ridgeback storage in under construction
- 108 Mammoth Road, Mastiano, ongoing construction, passed primary construction tests.
- 7 Martins Ferry Road, Lamontagne, ongoing construction
- Marmon is working on completion
- Black Diamond car wash is completed they are waiting on CO.
- The HSC sign project is complete will be set on September 21, 2023. Sign dedication will be done around 2:00pm.
- Superintendent Conaty is planning on rewriting construction standards this winter
- All HSC small trucks are inspected
- All HSC large trucks went to Platinum truck for service and inspection
- Superintendent Conaty would like to buy a document scanner for \$1000.00 to start cutting down on paperwork being kept. -Commissioner Richard Bairam made a motion to allow Superintendent Conaty to purchase the document scanner for \$1000.00. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.
- A walk through was done with PRB at the Golden Gate and Merrimack St pump stations.
- Superintendent Conaty went over the tentative budget for 2024-2025 with the Sewer Commission.

Old Business:

- TIF updates are every third Tuesday of the month

New Business:

- Next Sewer Commission meeting is September 19, 2023

Non-public Session:

- Commissioner Richard Bairam made motion to go into non-public session under **RSA 91-A:3, II(e)** at 1:25pm. 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 1:36pm. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

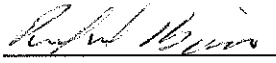
****The Sewer Commission took a recess from 1:37pm to 2:00pm until the bids could be opened****

Public Input: None

Adjournment: Commissioner Robert Duhaime made motion to adjourn at 2:15pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,

Kim Langlois
Billing Clerk


Richard Bairam (Clerk)

2023-24	KWH PRODUCED		BEHIND THE METER		GREEN ENERGY	ISO	UTILITY BILL W/O SOLAR	UTILITY BILL WITH SOLAR	TOTAL COST OF ELECTRIC	PERCENT SAVINGS
	2023-24	SOLD BACK	METER							
JUL	91,320	\$9,606.00	\$5,860.14	\$2,465.64		\$14,662.19	-\$803.95	\$ (3,269.59)	122.3%	
AUG		\$0.00	\$0.00	\$0.00		\$0.00		\$ -	#DIV/0!	
SEP		\$0.00	\$0.00	\$0.00		\$0.00		\$ -	#DIV/0!	
OCT		\$0.00	\$0.00	\$0.00		\$0.00		\$ -	#DIV/0!	
NOV		\$0.00	\$0.00	\$0.00		\$0.00		\$ -	#DIV/0!	
DEC		\$0.00	\$0.00	\$0.00		\$0.00		\$ -	#DIV/0!	
JAN		\$0.00	\$0.00	\$0.00		\$0.00		\$ -	#DIV/0!	
FEB		\$0.00	\$0.00	\$0.00		\$0.00		\$ -	#DIV/0!	
MAR		\$0.00	\$0.00	\$0.00		\$0.00		\$ -	#DIV/0!	
APR		\$0.00	\$0.00	\$0.00		\$0.00		\$ -	#DIV/0!	
MAY		\$0.00	\$0.00	\$0.00		\$0.00		\$ -	#DIV/0!	
JUN		\$0.00	\$0.00	\$0.00		\$0.00		\$ -	#DIV/0!	
TOTAL	91,320	\$9,606.00	\$5,860.14	\$2,465.64	\$0.00	\$14,662.19	-\$803.95	-\$3,269.59		
SAVINGS							\$15,466.14	\$17,931.78		
MONTHLY AVG										
		REVENUE	ENERGY VALUE (NOT THRU METER)							