

Hooksett Sewer Commission
Meeting Minutes
October 17, 2023

INITIAL	COMMENTS
<u>B</u>	
<u>Ken</u>	

This meeting was called to order at 12:00pm. Present were Chairman Sidney Baines, Commissioner Richard Bairam, Commission Robert Duhaime and Assistant Superintendent John Clark. Superintendent Ken Conaty was at a speaking engagement.

Approve and sign manifest

Approve meeting minutes: Commissioner Richard Bairam made motion to approve the regular meeting minutes and workshop minutes from October 3, 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 cash flow balances on the Hooksett Sewer Commission accounts.

- Commissioner Robert Duhaime made motion to transfer \$35,279.00 WWTF state aid grant phase 3 capital improvements collected from the Hooksett Sewer Commission checking account to the Hooksett Sewer Commission trust plant and composting account for wastewater treatment facility capital improvements. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Assistant Superintendent John Clark's Report:

Plant:

- Discharge numbers are doing well
- September DMR report was sent in with no violations reported
- Generators for the pump stations and the plant were serviced after the October 3, 2023 meeting
- A new block heater will be installed at the K-mart generator station
- This Thursday October 19th Superintendent Conaty will present the Hooksett Wastewater budget to the budget committee.
- Brian has been busy mowing the easements and overgrowth around the Hooksett Wastewater plant and Sewer Commission office. This needs to be done for regular maintenance but also for fence completion and sewer line installation.

Solar:

- Assistant Superintendent Clark will have an update for the Sewer Commission at the next meeting after the utility bill has come in.

- Solar production is up to par.

Phase 3A Plant Upgrades:

- Pending SCADA system upgrades are going to be completed

Dewatering Project:

- BDP is sending in submittals for the project

Asset Management:

- Superintendent Conaty and Assistant Superintendent Clark are actively scanning in paperwork into the computer to help alleviate the number of filing cabinets and paper copies being stored.

TIF Project:

- Bruce Thomas came in to give a brief update to the sewer commission on the TIF projects.
- Bruce Thomas had a map that he used as a reference to present to the sewer commission.
- The last manhole is going in near Bayview and the Tri-Town Arena.
- Water pipes are being installed today as well
- Bruce stated that the TIF Projects are going well and is happy with the progress being made
- Bruce discussed other various projects (non-TIF related) that are being done around town with the Sewer Commission.
- John and Ken are monitoring the progress on the TIF pump station project
- The walls were pored and the footings are complete
- The project is literally starting to come above ground
- Chairman Sidney Baines asked how long the cement on a project such as this has to cure? Assistant Superintendent Clark stated that he didn't really know. He did say that the forms are off and they are going to start to back fill tomorrow.

Other:

- Ongoing investigation into the inflow issue at the Martin's Ferry Pump Station. A smoke test is going to be done soon. Flow assessment works with Superintendent Conaty and Assistant Superintendent Clark, they will notify affected homeowners of the smoke test before it is done.
- Ardon Drive area will be cleaned by the end of the month
- 1461 Hooksett Road (Ridgeback) project will be looking for CO shortly
- Martin's Ferry road project is still under construction
- Marmon project is working on completion for this week
- Assistant Superintendent Clark followed up with the Sewer Commission on the floating holiday in lieu of the Juneteenth Holiday. HSC and Wastewater employees were in favor of the floating holiday. Chairman Sidney Baines said a motion would be needed. There was some confusion as to when this would go into place. Chairman Baines stated that it would be in effect as soon as the town approved the Juneteenth Holiday, which was already put into the 2024 Holiday

schedule. Commission Duhaime asked about any budget issues. Chairman Baines said that there were no budget concerns as far as the holiday goes, for the Sewer Commission. Chairman Baines stated that this would go into effect for the new fiscal year, Starting July 1, 2024.

- Commissioner Richard Bairam made motion to approve the Floating Holiday in lieu of the Juneteenth Holiday for all Hooksett Sewer Commission and Wastewater employees, starting July 1, 2024. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Old Business:

- TIF Updates are every third Tuesday of the month

New Business:

- Billing Clerk, Kim Wheeler came in to discuss a situation that had occurred at 1 Skyline Ave.
- Back on September 27, 2022 there was a fire at the residence. The resident that owned the property lost their life in the fire.
- The Granddaughter of the deceased contacted the Sewer Commission on October 11, 2023 after she had been granted control over her Grandmother's estate.
- During the January 2023 billing (which covers usage from July through October of 2022) it was noticed that the property used a larger than normal consumption. Central Hooksett Water confirmed there was a fire at the property and the last day of consumption was on September 27, 2022, the day of the fire. Central Hooksett Water made the account inactive on their end at that time. 40,576 gallons was measured to have gone through the meter at the property.
- The account for 1 Skyline at the Sewer Commission office had an outstanding balance from the large consumption. The Granddaughter asked if any relief could be give due to the unique/delicate situation.
- Billing Clerk Kim Wheeler asked that the sewer commission remove the charges for the 40,576 gallons and any late fees that had occurred due to non-payment as the Granddaughter was waiting for the court's permission to attend to her Grandparents estate. Understanding that the estate of 1 Skyline Ave would have to pay and continue to be charged for the sewer connection fee, stated as "Rent" on the quarterly bills.
- Commissioner Richard Bairam made motion to approve the reduction of the sewer bill for 1 Skyline ave in the amount of \$320.92, leaving a balance of \$150.26 to be paid for by the end of the calendar year. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Non-public session: None

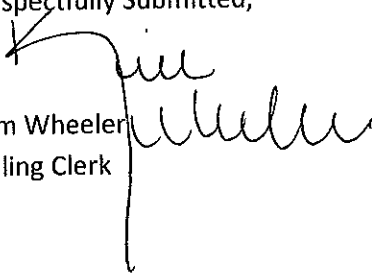
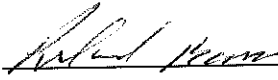
Public Input: None

Adjournment:

- Commissioner Robert Duhaime made motion to adjourn at 12:50pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,

Kim Wheeler
Billing Clerk

A handwritten signature in cursive script, appearing to read 'Kim Wheeler', written over a horizontal line.A handwritten signature in cursive script, appearing to read 'Richard Bairam', written over a horizontal line.
Richard Bairam (Clerk)