

Hooksett Sewer Commission
Meeting Minutes
January 2, 2024

INITIAL	COMMENTS
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<u>ra</u>	
<u>RDP</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 on December 19, 2023. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

- Sign Q1 2024 billing warrant
- Sign 2023 tax arrears warrant

Read Correspondence

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

- Commissioner Robert Duhaime made motion to transfer \$5,633.35 from the Hooksett Sewer Commission Trust- plant and composting account to the Hooksett Sewer Commission Checking account for Martin's Ferry pump station expenditures through December 2023. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.
- Commissioner Robert Duhaime made motion to transfer \$42,524.22 from the Hooksett Sewer Commission checking account for WWTF Phase 3A Capital Improvement Trust cash expenditures through December 2023. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.
- Commissioner Robert Duhaime made motion to transfer \$284,378 from the Hooksett Sewer commission Trust- Capital Reserve account to the Hooksett Sewer checking account for 2024 freighliner-114SD-RO roll off truck expenditure. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Scheduled appointments: 12:15pm Wayne Kenney RE: Lot across from Platinum Trucking Residential would be in the back and commercial in the front. A 2 story 16,000 sqft commercial building with retail type use on the top and professional type use on the bottom, such as a dentist office, the residential would consist of 30 townhouses. From a sewer standpoint there was an existing service that goes out to Hooksett Road, they plan to intercept that connection. Chairman Sidney Baines asked if all the existing sewer connections available to this project were examined? Wayne Kenney said all new sewer pipe was used. They were just following the sewer trail that was already there but everything was

replaced. Townhouses are only 16 feet wide and 40 feet deep. Close to 1200 sqft, 2 bedroom, 1.5 bath condos. They are smaller to keep them affordable. The plan is to rent these condos out. Chairman Sidney Baines asked if each individual unit will be connected. Wayne said yes because that is what Superintendent Ken Conaty requested. The Sewer Commission was pleased with what Wayne presented. These units will probably not be ready to rent until May sometime.

Superintendent Conaty's Report:

Plant:

- Plant numbers are excellent
- The river is so high that the plant was still pumping to the river

Solar:

- Production looks good

Phase 3A Plant Upgrade:

- 1 payment came through for Underwood, who is working on the operators manual.
- Paul in on vacation until Thursday or Friday from Hiltz, so Superintendent Conaty is not expecting to hear anything from them until after he is back.

Force Main replacement/Martin's Ferry PS upgrade:

- Working on design-waiting on Underwood for easement documents 30% sent to NHDES

Dewatering Project:

- Met with Underwood- 100% comments back from NHDES
- Bid Posting Friday January 5th
- Bid opening will be February 6th at 2:00pm at the commissioners meeting
- BDP sending submittals-expected to be 800 pages

Asset Management:

- Entering new equipment
- Scanning continues

TIF Project:

- Tri Town pump station is under construction
- Possible winter shutdown- still talking about it but will depend on snow

Other:

- 7 Martins Ferry Road- Lamontagne- ongoing construction
- Park Place is still under construction
- Marmon is complete- testing documents are left

- Planning on rewriting construction standards this winter- using Milford, Merrimack and NHDES standards to help the process
- Roll off truck is in process
- Looking at sludge container pricing- standard steel and stainless steel- waiting on stainless pricing.

Old Business:

- TIF updates are every third Tuesday of the month
- Pre Tax/ Post Tax survey was completed for employees down at the plant.
- Questions were asked as to what the issues were with payroll being reported. This continues to be an ongoing issue.

New Business:


- Next Sewer Commission meeting is January 16, 2024
- Personnel plan updates: This was moved to January 16, 2024
- Chairman Sidney Baines discussed getting photos of all the employees for their files. Superintendent Conaty let the sewer commission know that the employees down at the plant did not want to do that. Discussion was had as to why and what the rules are. Photos will not be required.
- Sewer Commission needs to fix the longevity bonus that was voted on the last meeting
Commissioner Robert Duhaime made motion to fix it, Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously. (The Correction is attached)

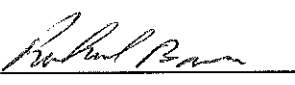
Non-public session: The sewer commission did not go into non-public session

Public Input: None

Adjournment: Commissioner Richard Bairam made motion to adjourn at 1:11pm. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,


Kim Wheeler
Billing Clerk


Richard Bairam (Clerk)