

Hooksett Sewer Commission
April 2, 2024
Meeting Minutes

INITIAL	COMMENTS
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<u>J</u>	

This meeting was called to order at 1:00pm. Present were Chairman Sidney Baines, Commissioner Richard Bairam, Commissioner Robert Duhaime, Superintendent Ken Conaty and Assistant Superintendent John Clark.

Approve and sign manifest

Sign the quarter 2 2024 billing warrant

Approve meeting minutes: Commissioner Richard Bairam made motion to approve the workshop and regular meeting minutes from March 19, 2024. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Read Correspondence

Financial Report: None

Scheduled Appointments: None

Superintendent Conaty's Report:

Plant:

- Plant numbers are goof right now, TSS 16.8 and BOD 9.2
- pH is riding around 6.65 since PAC and mag adjustment
- pumping to the river has been occurring since Thursday last week

Solar:

- Production continues to look good

Phase 3A Plant Upgrades:

- Delayed release of held funds

Force Main Replacement/Martin's Ferry pump station:

- 7 easements are needed. Superintendent Conaty has started with the following
- Met with Eversource (1) at Eversource's attorney's office
- Met with Town Administrator about town easements (2) One small change is to be made by Underwood.
- Met with SNHU (2) at SNHU attorney's office

- Scheduling meetings with Old Castle (1)
- A letter was sent to McClellan (1)

Dewatering project:

- Pre-Con meeting was today at 12:00pm. The meeting agenda is attached. The meeting commenced at 12:35pm (attachment 1).
- Sludge containers will be delivered in April

Asset Management:

- Entering new equipment
- Document scanner is up and running

TIF Project:

- Tri-Town pump station is under construction
- Walls are completed
- Plaque installed
- Roof planks installed last week
- Discussions with Tri-Town on connection point and process
- Several residents have inquired which is a good thing

Other:

- Lamontagne project at 7 Martin's Ferry is still under construction
- 18 individual units at Park Place are now being sold and not rented
- Marmon project is complete
- Merrimack pump station equipment will be in, in May
- Golden gate pumps arrived in February
- Superintendent Conaty met with Eversource on usage. Still waiting for all recommendations
- Energy audit 2 walk around is complete
- Looking into replacing sludge blowers
- Tours for the Derryfield School are scheduled for April 17th and 18th
- EII was on site last week doing SCADA adjustments
- Superintendent Conaty possibly will be attending a NEWEA meeting in Worcester tomorrow

Old Business:

- TIF updates are the third Tuesday of the month
- NH Retirement. An anonymous survey was taken by employees. The majority vote was to keep the retirement as is. The Sewer Commission would like to revisit this subject next year and every four years aligning with Presidential elections.

New Business:

- Next Sewer Commission meeting is April 16, 2024

Non-public session: None

Public Input: None

Adjournment: Commissioner Richard Bairam made motion to adjourn at 1:32pm. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,

Kim Wheeler
Billing Clerk


Richard Bairam (Clerk)

2886.31A

Hooksett Sewer Commission, Hooksett, NH
Solids Handling Upgrade

Pre-Construction Meeting Agenda
Tuesday, April 2, 2024
12:00 p.m. @ Hooksett Sewer Commission Office

12:35 done

Present at the meeting:

<u>Name</u>	<u>Position</u>	<u>Representing</u>
Sid Baines	Chairman	Hooksett Sewer Commission
Richard Bairam	Commissioner	Hooksett Sewer Commission
Robert Duhaime	Commissioner	Hooksett Sewer Commission
Ken Conaty	Superintendent	Hooksett Sewer Commission
John Clark	Chief Operator	Hooksett Sewer Commission
David Mercier	Vice President	Underwood Engineers
Ross Baker	Project Engineer	Underwood Engineers
Daniel Jacobson	Project Engineer	Underwood Engineers
Paul Blandford	President	PRB Construction
Dave Nelson	Foreman	PRB Construction
Terry Gruvman	Project Support	PRB Construction
Shannon Larocque	Construction Mgmt.	NHDES
David Cloutier	Grants Management	NHDES

1. **Submittal of Executed Bonds and Insurance Certificates:**

- Underwood has reviewed and approved the Contractors bonds and insurances submitted previously.

2. **Execution of Contract:**

- PRB Construction and HSC to sign contracts.
- Project time commences **Friday, April 12, 2024.**
- Substantial Completion of work **November 12, 2025 (580 days).**
- Final Completion of work **December 13, 2025 (611 days)**
- Executed Contract Documents will be distributed as follows:
- HSC – 1, Contractor – 1, Underwood – 1, NHDES – Electronic

3. **Designation of Responsible Personnel and Emergency Contacts to be submitted ASAP:**

- Name, address, telephone, fax, e-mail & cell phone (see attached "Draft" contacts).
- PRB Construction Safety Officer for project is: PAUL.
- PRB Construction Superintendent is Paul Blandford.
- Underwood Resident Project Representative (RPR) is _____.

4. **Contractor's Submittals:**

- a. Subcontractors
 - Concrete.

- Concrete Testing.
 - Site work.
 - Mechanical piping, valves and equipment.
 - Electrical. *RICHARDS*
 - ~~HVAC~~.
 - Instrumentation. *RICHARDSON*
- b. Preconstruction photos / video. ✓
 - c. Construction schedule. ✓
 - i.
 - d. Treatment Process Maintenance Plan. ✓
 - e. CWSRF/ARPA Project Sign. ✓
 - f. Schedule of Values/Blank Application for Payment. ✓
 - g. Testing Procedures. Contractor is responsible for scheduling and paying for concrete testing. PRB Construction shall identify testing subcontractor as above. ✓
 - h. Shop Drawing process – electronic. If an item is installed without an approved shop drawing, \$0 will be paid for that work until the shop drawing is approved. ✓
 - i. Punchlist will be generated by Underwood at Substantial Completion.

5. Description of Procedures:

- Submittals, etc. to go to Ross Baker.
- Field decisions to be initially discussed with Underwood RPR, then to Ross Baker.
- Applications for payment submitted to Ross Baker (Once Underwood RPR has reviewed and agreed with Contractor Superintendent).
- Change Orders/Proposal Requests – preliminary discussions with Underwood RPR, followed by formal written submission to Ross Baker.
- Underwood RPR daily reports to be signed by PRB Construction Superintendent daily.

6. Scheduling and Critical Work Sequencing:

- Contractor shall co-ordinate with HSC staff around any chemical deliveries or sludge hauling.
- Work hours – 6:00 a.m. to 3:00 p.m. per Item 6 in Spec 01000 Prosecution of Work. ✓
- Weekend or Holiday work not allowed per Item 6 in Spec 01000 Prosecution of Work.
- Unusual hours requested in writing ahead of time with HSC and Underwood. ✓

7. Coordination & Scheduling with other Contracts and/or work:

- N/A ✓

8. Use of Premises by OWNER and CONTRACTOR:

- Contractor shall use the areas within the Treatment Facility boundaries as agreed with the HSC for storage of materials and work areas. ✓
- Contractor shall ensure all construction areas are kept clean and tidy for the duration of construction. ✓

9. Construction Facilities and Controls provided by CONTRACTOR:

- The Contractor shall provide their own sanitary facilities per Item 8 in Spec 01000 Prosecution of Work. Refer to Spec 01510.

10. Construction Facilities and Controls to be provided by OWNER:

- Desk space for UE RPR. ✓

11. Federal Requirements:

- Davis-Bacon Wage Rates
Weekly certified payroll forms from Contractor and all Sub-Contractors shall be submitted with applications for payment.
Worker is classified on payroll based on the work done on site.
- Disadvantage Business Enterprises
Progress Report of DBE Utilization Form submitted with applications for payment.
- American Iron & Steel ✓
AIS certification of compliance by Owner & Contractor submitted with applications for payment.

12. Requirements of Various Agencies: ✓

- N/A.

13. Rights-of-way and Easements: ✓

- All work is within Town-owned property.

14. Winter Maintenance: ✓

- Staging areas to be Contractor's responsibility.
- Contractor shall keep all driveways and walkways clear for plowing.

15. Security and Housekeeping Procedures: ✓

- Staging Areas within the Treatment Facility boundaries or as agreed with the Owner per Item 7 in Spec 01000 Prosecution of Work.

16. Payments to CONTRACTOR:

- Once per month.
- Pay requisition closing date shall be the end of the month.

17. Procedures for maintaining Record Documents:

- Document any changes from executed plans.
- Red-lines are to be kept by PRB in coordination with the Underwood RPR – review to occur daily between the Contractor and Underwood RPR.

18. Meeting Schedule

- Meetings will be held monthly (as a minimum) and shall be held on TBD.
- NHDES will attend all monthly meetings and site walkthroughs.

19. Other:

- Contractor shall provide and/or obtain approval of the following submittals prior to construction start:
 - Pre-construction photographs / videos (Spec 01381).
 - Project Sign (Spec 01580).
 - Construction Schedule (Spec 01310).
 - Schedule of Values (Spec 01370).
 - Treatment Process Maintenance Plan (Spec 01041).
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**Hooksett, NH
Hooksett Sewer Commission
Solids Handling Upgrade
Construction Phase Contacts List
April 2024**

Name	Voice	E-Mail	Address
Ken Conaty <i>Superintendent</i>	(603) 485-4112 Cell: (603) 660-8674	ken.hooksettwwastewater@gmail.com	Hooksett Sewer Commission 1 Egawes Drive Hooksett, NH 03016
John Clark <i>Chief Operator</i>	(603) 485-4112 Cell: (603) 491-7220	john.hooksettwwastewater@gmail.com	Hooksett Sewer Commission 1 Egawes Drive Hooksett, NH 03016
David Mercier <i>Vice President</i>	(603) 230-9898 Cell: (603) 203-9277	dmercier@underwoodengineers.com	Underwood Engineers, Inc. 99 North State Street Concord, NH 03301
Daniel Jacobson <i>Project Engineer</i>	(603) 230-9898 Cell: (603) 809-2517	djacobson@underwoodengineers.com	Underwood Engineers, Inc. 99 North State Street Concord, NH 03301
Ross Baker <i>Project Engineer</i>	(603) 230-9898 Cell: (603) 944-1264	rbaker@underwoodengineers.com	Underwood Engineers, Inc. 99 North State Street Concord, NH 03301
TBD <i>Resident Project Representative</i>	(603) 230-9898 Cell:		Underwood Engineers, Inc. 99 North State Street Concord, NH 03301
Paul Blandford <i>Project Manager</i>	(603) 528-7703 Cell: (603) 387-4602	paul@prbconstructioninc.com	PRB Construction, Inc 25 Country Club Road #706 Gilford, NH 03249
Terry Gruvman <i>Project Support</i>	(603) 528-7703 Cell: (603) 513-3339	terry@prbconstructioninc.com	PRB Construction, Inc 25 Country Club Road #706 Gilford, NH 03249
Dave Nelson <i>Foreman</i>	(603) 528-7703 Cell: (603) 707-8503	david@prbconstructioninc.com	PRB Construction, Inc 25 Country Club Road #706 Gilford, NH 03249
Shannon Larocque <i>Const. Management</i>	(603) 271-7007 Cell: (603) 848-8157	shannon.larocque@des.nh.gov	NHDES Wastewater Eng. Bureau 29 Hazen Drive Concord, New Hampshire 03301
David Cloutier <i>CWSRF Program Specialist</i>	(603) 271-0626 Cell: (603) 419-0380	David.Cloutier@des.nh.gov	NHDES Wastewater Eng. Bureau 29 Hazen Drive Concord, New Hampshire 03301
Krista Larsen <i>Const. Management</i>	(603) 271-7007	krista.p.larsen@des.nh.gov	NHDES Wastewater Eng. Bureau 29 Hazen Drive Concord, New Hampshire 03301
Hooksett, NH POLICE	(603) 624-1560 Non-emergency	jbouchard@hooksettpolice.org (Janet Bouchard, Chief of Police)	Hooksett Police Department 15 Legends Drive Hooksett, NH 03016
Hooksett, NH FIRE	(603) 623-7272 Non-emergency	scolburn@hooksettfire.org (Steve Colburn, Fire Chief)	Hooksett Police Department 15 Legends Drive Hooksett, NH 03016
Manchester, NH HOSPITAL	(603) 669-5300 Non-emergency		Elliot Hospital 1 Elliot Way Manchester, NH 03103