

**Hooksett Sewer Commission  
Meeting Minutes  
April 6, 2021**

INITIAL	COMMENTS
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FRK	
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This meeting was called to order at 12:00pm. Present were Chairman Sidney Baines, Commissioner Frank Kotowski, Commissioner Richard Bairam, Superintendent Ken Conaty, Assistant Superintendent John Clark, Plant Consultant Bruce Kudrick and Don Winterton.

**Approve and Sign Manifest**

**Approve Minutes of March 16, 2021:** Commissioner Richard Bairam made motion to approve the minutes from March 16, 2021. Chairman Sidney Baines seconded. All in favor, the motion was carried unanimously.

**Read Correspondence**

**Financial Report:** None

**Scheduled Appointments:** 12:15 Mr. Duszny owner of 452 West River Road  
**12:15:** The sewer commission refunded Mr. Duszny for his sewer bills from 2013 to current date. It was discovered through repairs being done on the property that this residence is not connected to sewer.

**Superintendent Conaty's Report:**

**Plant:**

- The discharge numbers at the plant are still excellent
- The new upgraded fire and burglar alarm for the office will be installed in a few weeks
- The polymer pump that was ruined during a power surge was repaired
- The new washer and dryer ordered for the plant are hooked up and running

**Dryer:**

- It has been a difficult few weeks, the sludge consistency is changing and the dryer is not handling it well. The dryer is currently offline at the moment.
- Superintendent Conaty had an online meeting with Akrum based out of Arizona. He was not impressed with the answers and cost of a new machine. The price is up 64% since August.

**TIF Project:**

- The next TIF meeting has not been scheduled
- Superintendent Conaty has been working with Underwood on the pump station design and Martin's Ferry upgrades. They are looking at smaller pumps pending a new force main.
- Supreme Industries site is now looking for a possible sewer connection

**Phase 3A Plant Upgrades:**

- NHDES Operations came out for a tour of the plant
- IFAS sole source was approved (attachment #1)

**Other:**

- Superintendent Conaty is working with Underwood on General Electric's new industrial discharge permit. Superintendent Conaty asked for the Commission's approval for Underwood's Authorization to Proceed (attachment #2). Commissioner Frank Kotowski made motion to approve Underwood's authorization to proceed with a budget cost of \$4200.00. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.
- EPA storm water permit- GZA was onsite at the plant last week to start the process.
- Domino's Pizza system development fee would be \$24,273.00.
- Mauraias Drive pipe issue was corrected
- Eversource is potentially expanding their building (attachment #3)
- Superintendent Conaty is working with Central Hooksett Water on correcting meter issues at the GE.
- CMOM report is complete (capacity, management, operations and maintenance) see attachment #4.
- A COVID-19 Vaccination clinic is being held for town employees on April 9, 2021.

**Old Business:** None

**New Business:** The next Sewer Commissions meeting is on April 20, 2021

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

**Public-Input:** None

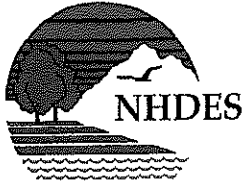
**Adjournment:** Commissioner Frank Kotowski made motion to adjourn at 12:40pm. Commissioner Richard Bairam seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted,



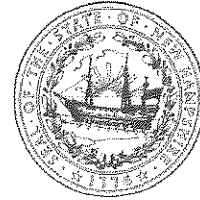
Frank Kotowski

Clerk



The State of New Hampshire  
**Department of Environmental Services**

**Robert R. Scott, Commissioner**



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March 17, 2021

David J. Mercier, P.E.  
Vice President  
Underwood Engineers  
99 North State Street  
Concord, NH 03301

**Re: Hooksett, NH - WWTF Phase 3A Capital Improvements  
WWEB Project No. CS-330187-09/D2020-0706**

**EQUIPMENT PROCUREMENT - SOLE SOURCE AUTHORIZATION**

Dear Mr. Mercier:

The NH Department of Environmental Services (DES) has reviewed the Underwood Engineers letter dated March 13, 2021 requesting authorization for sole source procurement for selected equipment for the Hooksett WWTF Phase 3A Capital Improvements Project. For reasons and justification provided in your letter, DES hereby **authorizes** the following items for sole source procurement from Veolia Water Technologies Inc. (dba Kruger):

- medium bubble aeration floor grids and anchorage
- IFAS media retention screens and supports
- air sparger assemblies

This approval is contingent upon demonstration of fair market pricing for sole-sourced equipment. Specifically, the Town must provide to DES cost data and supporting documentation demonstrating fair market value for negotiated pricing (e.g., price quotations or purchase orders for similar equipment on other projects). Historical cost data should be adjusted to March 2021 values based on published construction or manufacturing cost indices (e.g. ENR). This information must be submitted to DES for review and approval prior to equipment procurement (direct purchase or solicitation of constructions bids).

Please contact me by phone at 603.271.2980, at the address below, or by e-mail at [dennis.greene@des.nh.gov](mailto:dennis.greene@des.nh.gov), if you need clarification or additional information.

Sincerely,

Dennis J. Greene, P.E.  
Sanitary Engineer  
Wastewater Engineering Bureau

Cc Ken Conaty, Hooksett Sewer Commission  
Beth Malcolm, NH DES, WWEB, Grants Management  
Kathleen Bourret, NH DES, WWEB, Grants Management

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ENGINEERING SERVICES REQUEST  
AUTHORIZATION TO PROCEED

To: Underwood Engineers, Inc. (Engineer)  
25 Vaughan Mall  
Portsmouth, New Hampshire 03801

ESR No.: No. 14  
File No.: N2541  
Date: March 26, 2021  
Description: **General Electric IUP  
Application Review**

From: Hooksett Sewer Commission  
1 Egawes Drive  
Hooksett, NH 03106

Owner's Contact(s) (this project): Ken Conaty, Superintendent, HSC  
Engineer's Contact(s) (this project): W. Steven Clifton, P.E., UE

Under the General Services Agreement for Professional Services as Consulting **Engineer** for the **Owner** (Contract dated March 2, 2015) **Engineer** is authorized to proceed with the following work:

**Description and Scope of Work:**

Underwood Engineers, Inc. will provide professional engineering review services relating to a review of GE Aviation Industrial Wastewater Indirect Discharge Request Application (a Hooksett Sewer Commission user) located at 13 & 9 Industrial Park Drive in Hooksett, NH. The following services will be provided:

- Meet with the HSC staff to attend a site visit of the GE Aviation pretreatment facility.
- Perform a review of the industrial user permit and determine whether the updated facility layout changes in Building 1 and 2 and the supporting pretreatment system at the General Electric facility meets HSC pretreatment limits on heavy metals, oil and grease, and pH levels.
- Provide a technical memorandum with review comments for the Commission to prepare an industrial user permit (IUP).
- Meet with the HSC staff to discuss the memorandum and address any comments.


**Budget Cost:**

\$4,200 in accordance with the established hourly rates for personnel assigned plus reimbursable expenses for the services identified above. Billings for services will be monthly and will be due Underwood Engineers, Inc. within 30 days of the billing date.

**Budgets:**

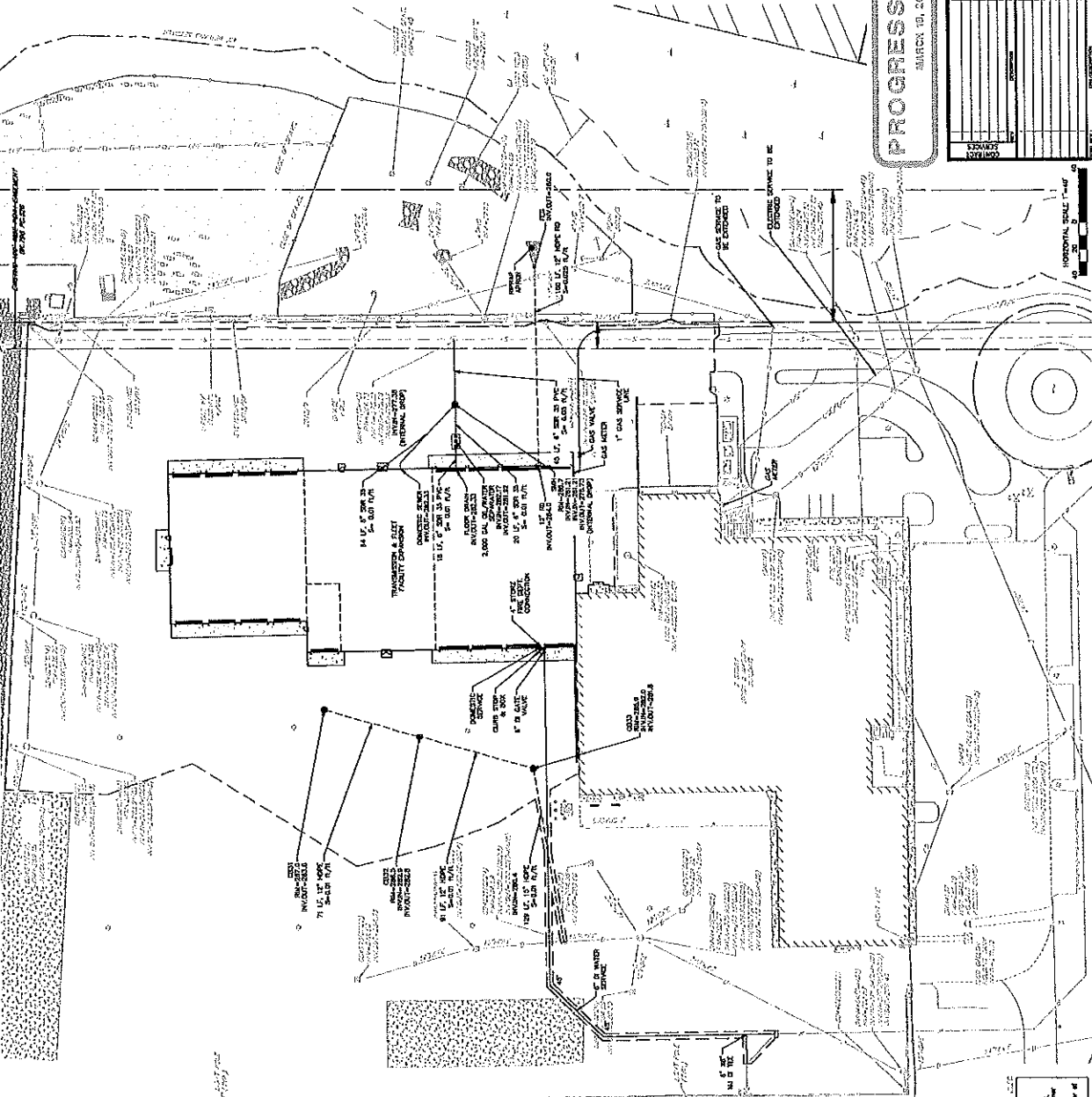
Suggested budgets, as used herein, are best estimates by Underwood Engineers. The budgets are based on available information and prior to a detailed research on the Project. Budgets are not intended to be fixed prices but are reasonable estimates of average costs to complete projects of similar size. Engineer will not exceed the budget without written authorization.

\_\_\_\_\_  
Sidney Baines, Chairman Date  
Hooksett Sewer Commission

 03-26-2021  
\_\_\_\_\_  
W. Steven Clifton, P.E., Vice President Date  
Underwood Engineers, Inc.

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NOTES  
1. SEE UTILITY NOTES ON SHEET C-10



PROGRESS PRINT  
MARCH 19, 2021

**TFM**  
 Ted Chapman  
 Project Engineer  
 13 Legends Drive  
 Hoossett, NH  
 Phone: 603-427-4488  
 Fax: 603-427-4477  
 www.tfmnh.com  
 License No. 17937-14

**EVERSOURCE ENERGY**  
 NEW HAMPSHIRE  
 TAX MAP 25 LOT 80  
 13 LEGENDS DRIVE  
 HOOSSETT, NH  
 TRANSMISSION FACILITY EXPANSION

DATE: 3/19/21  
 DRAWN BY: J. W. WILSON  
 CHECKED BY: T. CHAPMAN  
 SCALE: AS SHOWN  
 SHEET NO. C-10

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Town of  
Hooksett  
Annual  
CMOM  
Report

2020

# Annual CMOM Report

## 2020 Accomplishments

Over the past year we have accomplished many of our goals including the following:

- Continued maintenance of our cross-country easements to allow access.
- Cleaned 4100 linear feet of sewer pipe.
- Issued seventy-three residential and one commercial sewer connection permits. These add an additional 17,425 gpd to the Hooksett Wastewater Treatment Facility flow schedule.
- Replaced a 60-year-old air release valve on the force main from Martins Ferry Pump Station.
- Purchased three laptops to allow more employee interaction in the asset management program
- Computerized the sewer connection inspection system
- Performed our yearly check of grease traps in town
- Continued training six personnel. This year we attended classes in pipeline maintenance, pump maintenance, and FOG.
- Continued sewer line and manhole assessment and preventative maintenance program
- One pump at our K-Mart station was replaced
- The muffin monster at Martins Ferry Station was replaced
- A large infiltration leak was repaired on Martins Ferry Drive
- Main Street pump station was completely rebuilt and changed from an ejector station to a duplex submersible station. A new wet well, pumps, force mains, and controls were installed.

## **Sanitary Sewer Overflows**

- Hooksett is reporting that we had two sanitary sewer overflows from the collection system this year.

The first overflow occurred on January 29<sup>th</sup> 2020. We received a call about water coming from a manhole in the Berry Hill private development. The superintendent responded and advised the association how to proceed to rectify the situation. A contractor responded within 30 minutes and unclogged the line. It was found that a construction test ball had entered the line and caused the blockage. A minimal amount of sewerage was lost and was cleaned up during the pipe cleaning process.

The second overflow occurred on September 13<sup>th</sup> 2020. A leak was reported around 8:00PM on University Avenue and was responded to by the on-call employee at 8:45 PM. It was found a line was blocked and a contractor was called in to clear the blockage. The blockage was cleared and was found to be flushable wipes and grease. The area around the manhole was disinfected with bleach and washed down after. We estimate 50-75 gallons were lost.

Both events were reported to USEPA and NHDES in a timely manner.

## **Financials, Budgets and Rates**

### **1) Budget Process**

The Hooksett Wastewater Treatment Facility complies with the Town of Merrimack's budget process (cycle). Hooksett is an SB-2 community with a Town Meeting in February in which residents can increase, decrease, or make no changes to the budget and warrant articles. Following Town Meeting, all day voting is scheduled in March on the budget that is decided on in February, one month from the date of the Town Meeting.

The budget cycle begins in August with Wastewater Treatment Facility recommendations, followed by Sewer Commission review. Town Council review of the Town Budget begins in January with review of each Town Department budgets, including the Wastewater Treatment Facility. After



finalizing the budget, a public hearing is held in February, followed by posting the Warrant and Budget by February 15<sup>th</sup>.

## 2) **Rate Setting and Financial History**

The Hooksett Wastewater Treatment Facility rate setting policies are based on the following principals:

- a) All users are charged an equitable share of the facilities actual cost to deliver service.
- b) Current rates cover the operating budget including some capital purchases as well as debt service on existing loans.
- c) Rates also include funding for Capital Improvement Projects that are approved annually by the Sewer Commission. The CIP is a ten-year plan.
- d) Capital and large expenses are phased in to avoid large increases in sewer rates through the use of NHDES SRF loans.

The Hooksett Wastewater Treatment Facility operates as an Enterprise Fund. This system is self-supporting and does not rely on the tax base for support. Revenues are generated from user fees, connection fees, and interest on the unreserved fund balance, capital reserve funds, and trust funds.

The residential rate is based on a quarterly sewer rent plus gallonage used.

## 3) **Historical Rate Review**

As outlined in the above paragraph, the sewer rate structure is based on metered usage for residential, commercial, and industrial users. The sewer rent fee charge is the fee that residents pay each of four billing quarters.

Funding for the preventative maintenance program is done within the wastewater treatment plant budget and falls under several different accounts. A pipeline and manhole account exists to fund the specific maintenance needs of the collection system.

Funding for projects such as vehicle replacement, pump replacement, computerized asset management programs, and other related items fall under the capital accounts within the approved operating budget.

#### 4) **Operating, Maintenance Expenses and Sewer Rates**

Proposed operating expenses for FY 21-22 will be as follows:

Personnel Services	\$868,239.
Operating Expenses	\$1,387,325
Capital Outlay	\$132,800

#### 5) **Capital Improvement Program Overview**

The Capital Improvement Program (CIP) is part of the long-term plan for needed upgrades and improvements to the treatment plant and collection system to allow for a logical, phased approach to improvements.

The Hooksett Wastewater Treatment Facility CIP consists of two major components: Major and Minor. Major CIP projects have a dollar value in excess of \$10,000. These projects require a detailed backup sheet and justification to accompany the summary sheet. Minor CIP items are less than \$10,000 but greater than \$3,000 and include items such as equipment as well as professional services that exceed the \$3,000 threshold. Items with a value of less than \$3,000 are included in the operating budget under various capital accounts specific to the item. It should be noted that capital items identified in the CIP and funded through the capital reserve fund are placed in the annual operating budget. These items include vehicles, studies, equipment and other professional services that exceed \$3,000.

Funding for CIP items are through the annual operating budget.

- **Population Growth**

The treatment plant has a design capacity of 1.6 MGD; current flows are .7 MGD.

It appears that there will be some growth in the sewer system for the foreseeable future. This means that there is ample capacity within the system to accommodate future flows and loads. There

are several planned commercial and residential projects that are anticipated to be complete in 2021 and beyond.

- **Capacity and Fees**

We anticipate some growth for the next two years in the residential and commercial sector as several proposals are currently before the planning board and the Sewer Commission. The treatment plant has adequate capacity for future growth since flows and loads are level. A sewer rate increase of 2% was implemented in FY 20/21 with the next rate increase occurring in FY 21/22 of 1.5%.

Connection fees or System Development Charges were approved by the Sewer Commission. The current fee is \$6,200 per unit. This is the fee that a homeowner or developer would pay to connect to sewer and is based on design flow.

- **Capital Facilities Projects and Financing**

The total cost of planned minor capital projects for FY 21/22 is \$132,800 and is included in the operating budget. This does not include debt service on existing or new loans that will come on line. All projects are non-capacity related for the reasons already outlined, but some are related to collection system projects and maintenance. The proposed budget is 29.4% higher than the current budget. The increase is due to the reevaluation of needs.

## **Goals & Objectives for 2021**

- **GIS Map** –Contactors are now required to submit as-built plans in a format easily tied in to our existing GIS for easy updating. New sewers will be added to our GIS sewer layer by Hoyle-Tanner.
- **Manholes** –. We assess manholes as we clean lines. We will continue to do so.
- **Asset Management Software** – We are utilizing Google for our software. We have set up the pump stations with assets and work orders.
- **Cross Country Easements** -. We will be mowing and grading our easements on a regular basis to keep them accessible. A program to improve access will continue by removing stumps, etc.

- **Fats, Oil, and Grease Management** –The FOG program implemented is working well. We will continue with our inspections and education on FOG and wipes to system users.
- **Operations and Maintenance** –We will continue to monitor and clean pipes, manholes, pump stations and other assets throughout the town. We will continue to assess the condition of our system with trained in-house staff, and contractors.
- **Inflow and Infiltration** –We will continue to monitor flow in the collection system to assess any areas of concern. Assessing our cross-country easements will be a large step to addressing any issues with those.
- **Staffing** – Our staffing levels over the past year have not changed. We will continue utilizing subcontractors to do our video and pipeline cleaning.
- **Future Planning-** We are looking at designing a new 12” HDPE force main in a new location from Martins Ferry Station to replace the 60 year old 8” force main currently in the railroad right of way.

A TIF district for the west side of the Merrimack River has been working diligently on design of a completely new sewerage system. This would include two pump stations and the connection of many businesses and homes in the Exit 10-11 corridor.