

Hooksett Sewer Commission
June 17, 2008
Minutes

The meeting was called to order at 12:00 PM. Present were Chairman Sidney Baines, Commissioner Raymond Robb, Commissioner Roger Bergeron, Superintendent Bruce Kudrick and Bethany Hague. George Longfellow from the Hooksett Town Council was also in attendance.

APPROVE & SIGN MINUTES FROM JUNE 3, 2008

Commissioner Bergeron made a motion to accept the June 3, 2008 meeting minutes as read. Commissioner Robb seconded. All in favor, motion carried unanimously.

APPROVED AND SIGNED MANIFESTS

READ CORRESPONDENCE

FINANCIAL REPORT – Guy Beloin submitted his report to the Commissioners for their review. It included the cash balances for the PDIP accounts, as well as total cash balances in System Development fees and Sewer Checking account. He made mention of the declining interest rates, which were low across the board. He asked the Commissioners to make a motion to move \$340,893.44 from individual System Development Fees, into the general 0046 System Development Fee account, as the projects were completed (or partially completed as for University Heights).

The total consisted of the following:

\$60,908.85 Coastal Partners
\$136,984.59 Patel Sewer Project
\$143,000 (1/3) University Heights Project
\$340,893.44 TOTAL

Commissioner Bergeron made a motion to take the above monies from each individual account and transfer them to the general 0046 account. Commissioner Robb seconded. All in favor, motion carried unanimously.

The report also included the Profit & Loss – Actual vs. Budget Balance sheet ending on May 31, 2008. Except for a few items (namely sludge hauling) the amounts budgeted have been used to amount expected or under. Chairman Baines asked that any excess be put in a new reserve fund for expansion/construction. Mr. Beloin replied that there was not enough to create that reserve account as well as fund the Debt Service line item. Also, the sludge hauling fees have already gone past the budgeted amount for this year, and any excess may need to be reserved for that or other expenses that could go up due to the climbing gas prices. Mr. Beloin informed the Commissioners that the Commission would have to file an extension with the state regarding the repayment of the SRF Loan. Since payments only start at the date of substantial completion, repayment will need to be put off until that time. Chairman Baines asked if the Debt Service line item had enough to cover the first payment of the SRF loan when it becomes due. Mr. Beloin replied in the positive. Commissioner Bergeron then made a motion to set up a reserve fund for plant expansion/construction, with any excess monies from the 2008 budget going to it. Commissioner Robb seconded. All in favor, motion carried unanimously.

Mr. Beloin informed the Board that he needed Chairman Baines signature on the Request for Disbursement paperwork to go to the state. This was needed to be reimbursed for expenses regarding plant expansion. Chairman Baines signed the paperwork.

Mr. Beloin also requested the Commissioners to transfer \$25,124.39 from the System Development Fees to the Hooksett Sewer Fund Checking to reimburse it for the following expenses:

Graves Engineering	\$20,148.79
Neighborhood News	\$ 285.60
<u>R. Seavey Construction</u>	<u>\$ 4,690.00</u>
Total	\$25,124.39

Commissioner Bergeron made a motion to transfer \$25,124.39 from the System Development Fees to Sewer Checking account. Commissioner Robb seconded. All in favor, motion carried unanimously.

SUPERINTENDENT KUDRICK'S REPORT –

FLOWS – May flows were down quite sharply; with little rainfall, the ending flows reached only 622,000 gallons. Supt. Kudrick also included a comparison to the last 4 years to show how this year compared.

EXPANSION - Penta does not have the amount finalized, but there should not be any surprises. Graves Engineering is waiting for the work order from Penta to come in before they can give a revised estimate on their costs, but as of now, the average number of days per week the engineer would need to be on site has gone from 5 to 3. Supt. Kudrick wanted to make the Commissioners aware that there would probably be a number of change orders due to eliminating whole pieces of the overall plan. Some things may be overlooked or need to be changed. The Commissioners told him that they were expecting such changes, and that it was not a major concern.

PLANT WALL MAINTENANCE- Supt. Kudrick told the Commissioners that there is a damaged wall at the plant that needs to be fixed, and had gotten a quote of \$8100 to fix it. He wanted to know if they wanted him to wait on the repair until after the expansion (it is not an emergency, more ascetic). The Commissioners informed him to wait until the major work had been done.

SCHEDULED APPOINTMENTS

There were no scheduled appointments.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

NON-PUBLIC SESSION

The Commission did not go into non-public session.

PUBLIC INPUT

There was no public input

ADJOURNMENT

Commissioner Bergeron motioned to adjourn at 1:03 PM, Commissioner Robb seconded. All in favor. Motion carried unanimously.

Respectfully submitted

Commissioner Ray Robb
Clerk