

Hooksett Sewer Commission
August 16, 2011
Minutes

The meeting was called to order at 12:00 PM. Present were Chairman Sidney Baines, Commissioner Raymond Robb, Commissioner Roger Bergeron, and Superintendent Bruce Kudrick.

APPROVE & SIGN MINUTES FROM AUGUST 2, 2011

Commissioner Bergeron made a motion to accept the August 2, 2011 meeting minutes as read. Commissioner Robb seconded. All in favor, motion carried unanimously.

APPROVED AND SIGNED MANIFESTS

READ CORRESPONDENCE

FINANCIAL REPORT – Guy Beloin – Mr. Beloin submitted his report to the Board. It included the balance of the PDIP accounts, bank account cash balances for July 31, 2011. The Debt Reserve line item will now be fully funded for the coming year for loan repayment. The expansion summary report showed total expenses as of June 30th. It showed amounts still not billed from both PENTA and Graves Engineering, (amounts may not have been billed, but could be outstanding). Mr. Beloin included the new truck in the totals despite the fact there are no SRF funds available for it, but wanted to include it in the expenses of the project.

The actual profit and loss statement of the full fiscal year showed that expenses did not outweigh income in budgeted expenses. In regards to the disk cleanup line item, there are still monies that have been encumbered to this area which have not been spent. If any other expenses related to this line item are billed to the Commission, the monies will come out of the 2011 budget not 2012.

The actual versus budget report showed that electricity, water, and the repair and maintenance line items were extremely over budget. However, other lines items such as sludge handling and operation and maintenance replacement program line items were under budget, so it helped offset the overages in other areas. Overall, there was a surplus for the year.

After reviewing past years, Mr. Beloin found that there had been some monies in past fiscal years that were collected for SDF fees but not transferred to the PDIP account. Mr. Beloin asked that the Board transfer \$73,500 from the sewer checking account to the PDIP account number NH-01-0676-0046 for System Development Fees, for collections in fiscal years 2009-2011. The amounts were as follows:

\$1500	2009
\$3000	2010
<u>\$69,000</u>	<u>2011</u>
\$73,000	Total

Commissioner Bergeron made a motion to transfers the monies as requested. Commissioner Robb seconded. All in favor, motion carried unanimously.

Mr. Beloin requested that the Board transfer \$227,599.11 from the Biofilm disk clean-up PDIP account number NH-01-0676-0126 to the sewer checking account for unreimbursed expenses up to June 30, 2011. Commissioner Robb made a motion to transfer the amount, Commissioner Bergeron seconded. All in favor, motion carried.

Mr. Beloin asked that \$2000 plus interest be transferred from PDIP account number 01-0676-0125 to the sewer checking account for a sold piece of equipment. Commissioner Bergeron made a motion to transfers the monies, Commissioner Robb seconded. All in favor, motion carried unanimously.

At the June 21st meeting, Mr. Beloin had given an estimated surplus amount of \$157,180 that could be transferred into reserve accounts. The Board is also able to transfer monies up to \$200,000 into the Capital Replacement Account. He suggested that they transfer the \$157,180 from the checking account to the Debt Reserve account and transfer \$200,000 from the checking account to the Capital Replacement line item. Commissioner Bergeron made a motion to transfer the monies, Commissioner Robb seconded. All in favor.

SUPERINTENDENT'S REPORT

JOB DESCRIPTION – Supt. Kudrick gave the Board the job description for the Grade 1 Operator position that is open for the Board to review. He included a list of benefits that will be part of that package as well as employee evaluations.

SCHEDULED APPOINTMENTS

PSNH WASTE DISPOSAL AGREEMENT– *Alan Palmer, PSNH & Ron Breton* – Chairman Baines asked what is the material and how do we go about testing it and how much will it cost? He was told that when the process starts PSNH will be taking samples and testing quite a bit at the start up to see what exactly the make-up of the material is. Chairman Baines explained that because we are now shipping sludge to Merrimack, the Board does not want the arrangement jeopardized by what the discharge could leave in the sludge. The biggest concern that they see right now is selenium, which could affect the sludge to some extent. Supt. Kudrick told the Board that at present, selenium levels for Hooksett's sludge are considerable low, so the effect on the sludge could be detected quickly as testing only takes a week. Chairman Baines asked who would pay for the additional testing, and was told that PSNH would pay for it. Chairman Baines asked the exact amount of waste Hooksett would receive. Although not known exactly, it looks like it might be over 4 trucks of waste per day.

Graves Engineering has done a study regarding this issue. Based on their insights and recommendations, PSNH has drawn up a discharge agreement has been given to Supt. Kudrick to review. It contains the conditions regarding testing and coverage of costs. At present it does not include a provision for analyzing the sludge, but it can be included. Also, if for some reason the sludge became so adversely affected, it could also include a proviso to send the sludge to Turnkey through Waste Management, and PSNH would pay the difference between shipping to Merrimack and Turnkey. As this is a short term agreement (two to three months is the current timetable), such provisions are not an issue.

In terms of price per gallon, Supt. Kudrick researched amounts and the typical amount is 3 cents per gallon. Commissioner Bergeron made a motion to accept 3 cents per gallon. Commissioner Robb seconded. All in favor, motion carried unanimously.

PSNH will need to design and install a suitable discharge station at the point of entry. A manhole in the industrial park will be the site of the station. Each truck will be 7000 gallons, and PSNH would like to dump as much as Hooksett can take, as the point of entry access will not be constrained by regular plant hours. The station should only take a few weeks to install once everything else is in place.

A complete agreement will be re-submitted with the new provisions and the amount per gallon for the Boards approval. Supt. Kudrick also asked that the tanks that are used in the dumping be dedicated tanks, not used for any other types of hauling while this process is ongoing so that anything left in the tanks does not contaminate the sludge.

PSNH EASEMENT AGREEMENT (off of Legends Drive)– *Nick Golan, TF Moran & Laura V. Games Project Siting and Permitting Specialist Transmission Group* – Mr. Golan & Ms. Games came before the Board to ensure the easement wording for the PSNH property is correct and includes what the Board would require. The only concern of Supt. Kudrick's was that nothing be put over the pipe that was a permanent structure and would prohibit work on the pipe if it was necessary. He was told that the easement does have that proviso, as well as gives the right for the sewer department to maintain and repair in the easement area. Commissioner Bergeron made motion to accept the PSNH easement. Commission Robb seconded. All in favor, motion carried unanimously .

NON-PUBLIC SESSION

The Board did not go into non-public session.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

PUBLIC INPUT

There was no public input.

ADJOURNMENT

Commissioner Bergeron motioned to adjourn at 1:20 PM, Commissioner Robb seconded. All in favor, motion carried unanimously.

Respectfully submitted

Commissioner Raymond Robb
Clerk