

HOOKSETT VILLAGE WATER PRECINCT  
MINUTES OF APRIL 30, 2019

Present at the meeting were: Commissioners – Chairman Todd Smith, Michael Jache, Anthony Amato, James O'Brien, Supt. Michael Heidorn, Office manager/Clerk/Collector Nancy Philibotte, Treasurer Andrew Felch, Att. BJ Branch  
Absent: Russell Pelletier

Meeting opened at 7:02 p.m.

Motion made by Michael Jache seconded by Anthony Amato to accept minutes for the March 2019 meeting.

**Treasurer's Report:**

Cleared balance as of March 2019: \$69,411.55  
8 Uncleared transactions of \$8,586.89 leaving a Register balance \$ 60,824.66  
NHPDIP balance: \$92,257.46 int: 111.76

Report accepted as presented by Tony Amato seconded by Jim OBrien

**Collector's Report:**

Month opened with \$12,108.92 due, \$ -524.95 backdated items \$ 0.00 quarterly billing, \$453.30 final bills, \$ 11,458.50 collections \$9,720.00 misc. \$0.00 refund, \$0.00 return check \$ -140.00 adjustments, \$0.00 penalties, leaving \$10,158.77  
Report accepted as presented by Tony Amato seconded by Jim O'Brien

**Superintendent's Report:**

1. Misc. admin
2. Bills/Financials
3. Water Quality
4. Water Use/diversion
5. New Tank
6. Training
- 7 Planning &Construction
8. GIS Mapping
9. Pump House Improvements
10. Cross-Connection Program
11. Misc. Field Projects

Report accepted as presented by Tony Amato seconded by Jim OBrien

**Attorney Report:**

**Old Business:**

Discussion re: Both Water Precincts sub-committee. BJ to coordinate possible meeting with 2 Commissioners from each and both Supt.

**New Business:**

Motion made by Jim Obrien seconded by Mike Jache to withdraw \$8,000.00 from Truck Trust Fund

Motion for Housekeeping made by Tony Amato seconded by Michael Jache at 8:07  
All matters upon which a consensus was reached during tonight's meeting, but where there may not have been a separate and distinct motion, be formally approved by the Board via this motion. Voice vote taken. All approved.

Motion made by Tony Amato seconded by Michael Jache to Indemnify and defend All Commissioners and employees from financial exposure from any and all claims arising out of the performance of their duties.

Meeting adjourned at 8:08 Motion made by Todd Smith seconded by Jim Obrien

Respectfully submitted by : Nancy Philibotte

# HVWP SUPERINTENDENT'S REPORT

April 30, 2019

1. **Misc. Admin.** – Addressed miscellaneous customer service requests. Selected and coordinated with finalist Chris Nelson for Asst. Supt. position; Chris starts with us on May 1<sup>st</sup>. Continuing follow-up to 2018 financial audit with Plodzik & Sanderson. Prepared May 1<sup>st</sup> bills with Precinct news bullets and inserts including CY2018 CCR and conservation tips. Continued to collect late fees. Coordinated final draft web site upgrade. Prepared CY2019 hydrant bill for Fire Dept. and coordinated responses to FD requests for more info.
2. **Bills/Financials** – April 29<sup>th</sup> P&L statement shows estimated 2019 operating revenues at \$243K (or 20%) and expenses at \$267K (or 22%) at 33% of the way through the CY19 budget. This “lag” in revenues/expenses is associated with the normal Q1 financial cycle and should resolve itself after the bills go out this week. TD account is currently at \$10K and \$92K resides in PDIP account after a recent transfer from TD.
3. **Water Quality** – Routine April bacteria and distribution testing completed; results satisfactory. Submitted Q1 NHDES DBP report. Prepared CY2018 CCR and coordinated adjustments with NHDES.
4. **Water Use/Diversion** – Water usage continues at a seasonal low. Pond level remains near capacity. Q1 Water Use Report was submitted to NHDES. Coordinated with GeoInsight on flow meter replacement evaluation; reviewed on-site with NHDES staff and gave NHDES a water system tour on April 8<sup>th</sup>. Re-installed water level transducers at pond and brook on April 11<sup>th</sup>.
5. **New Tank** – Sealant curing process completed in early April. Tank disinfected and filled from April 15<sup>th</sup> to to April 22<sup>nd</sup> without incident or leakage. No adverse impacts observed after a routine blast in quarry. Plumbing, controls, solar and seismic equipment were finalized at the building; troubleshooting an issue with generator runtime but in general things are looking good. Two bacteria samples were collected from the tank and came back clean; NHDES has approved bringing tank online. The 8<sup>th</sup> pay request (\$40.5K) for the construction loan was received and processed; the 9<sup>th</sup> pay request (\$4.5K) was submitted to NHDES. Continued coordination with NHDES, contractors and consultants; Statewide inspected tank after filling and found the results satisfactory. Pichette scheduled to return to site in May to complete drainage and fencing.
6. **Training** – Mike and Tony attended NHDES rate-setting workshop on April 9<sup>th</sup>. Mike attended NHDES funding workshop on April 19<sup>th</sup> and UNH GIS mapping class from April 16-18<sup>th</sup>.
7. **Planning & Construction** – Further discussed opportunities for water infrastructure improvements as part of the TIF district with Town Engineer, Sewer Superintendent, Hooksett EDC and NHDES; meeting re: same scheduled for May 2<sup>nd</sup>. Coordinated responses to inquiries on connection process for 191 W. River Rd.
8. **GIS Mapping** – Continued working with Brown Engineering; drone work is ongoing; continued gate/curb valve mark-outs. Located about a hundred curbs with no records, and at least a dozen unknown gates with no records (Bert/Granite/Crawford/Pinnacle/Donald/etc.).
9. **Pump House Improvements** – Troubleshooting re-installation of fire pump at Booster Station. Delaying start of improvements at North Station to finalize South Station and address other workload issues.
10. **Cross-Connection Program** – Ongoing coordination re: RPZ requirement for in-ground irrigation system owners. Continued spring testing/re-testing and associated coordination with

DSG; approximately 65% completed to date. Mailed three additional test failure notices. Reviewing well issue at Windsor Terrace.

11. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters. Shutoffs, finals and bacteria samples completed as needed. Collected quarterly meter readings. Removed temporary service piping associated with the tank project at the Vista/Pinnacle intersection. Visited each hydrant and updated/revised public and private hydrant lists (location, numerical ID and function). Repaired hoist and stabilizers on F350. Bartered with Parks & Rec. Dept. to install two new meters in exchange for field services this summer; meters installed April 11<sup>th</sup>. Routine biannual generator maintenance completed at all pump stations on April 24<sup>th</sup>. Routine annual extinguisher maintenance completed at the office and all stations on April 17<sup>th</sup>.

APPROVED