

HOOKSETT VILLAGE WATER PRECINCT  
MINUTES OF AUGUST 27th, 2019

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

Meeting opened at 7:00 p.m.

Jonathan Oakes/Pike Industries led discussion regarding the power line easement on HVWP property.

Motion made by Anthony Amato seconded by Russell Pelletier to accept minutes for the July 2019 meeting.

**Treasurer's Report:**

Cleared balance as of July 2019: \$142,619.67  
17 Uncleared transactions of \$29,483.99 leaving a Register balance \$ 113,135.68  
NHPDIP balance: \$92,972.92 int: 175.91

Report accepted as presented by Michael Jache seconded by Anthony Amato

**Collector's Report:**

Month opened with \$10,980.16 due, \$ 0.00 backdated items \$ 238,175.05 quarterly billing, \$597.30 final bills, \$ 113,648.03 collections \$580.00 misc. \$668.62 refund, \$156.15 return check \$ -117.00 adjustments, \$0.00 penalties, leaving \$137,392.25  
Report accepted as presented by Michael Jache seconded by Anthony Amato

**Superintendent's Report:**

1. Misc. admin
2. Bills/Financials
3. Water Quality
4. Water Use/diversion
5. Pike Blasting
6. Training
- 7 Planning &Construction
8. GIS Mapping
9. Pump House Improvements
10. SCADA
11. Misc. Field Projects
12. Vehicles

Report accepted as presented by Michael Jache seconded by Anthony Amato

**Attorney Report:**

**Old Business:**

Discussion of 2 Precincts moved to next meeting

**New Business:**

Discussion of Bow feasibility study. Motion by Anthony Amato seconded by Russell Pelletier to contribute, but not to exceed 40% of the study with additional 10% if there are over runs. Jim O'Brien recused himself as he works with Dubois & King.

Motion by Jim Obrien seconded by Russell Pelletier for Todd Smith/Chairman to sign the contribution letter to Town of Bow Administrator.

Discussion on Legion access agreement. More discussion next meeting.

Motion by Russell Pelletier seconded by Michael Jache to move start time for monthly Commissioner meeting from 7:00 to 6:00 starting 9/24/2019 meeting.

Motion for Housekeeping made by Jim O'Brien seconded by Anthony Amato at 7:58 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 Jim O'Brien seconded by Anthony Amato to Indemnify and defend All Commissioners and employees from financial exposure from any and all claims arising out of the performance of their duties.

Meeing adjourned at 7:58 Motion made by James O'Brien seconded by Anthony Amato

Respectfully submitted by : Nancy Philibotte

# HVWP SUPERINTENDENT'S REPORT

October 29, 2019

1. **Misc. Admin.** – Addressed miscellaneous customer service requests. Collected and completed troubleshooting of October meter readings. Prepared and mailed Nov. 1<sup>st</sup> bills and associated inserts. Prepared November HVWP newsletter. Distributed updated staff work hours policy. Performed first minor in-house maintenance of new web page. Met w/Cross Insurance re: 2020 rates. Began preparation of 2020 draft budget, including updates to 10-year CIP, annual wage schedule and 5-year rate estimate.
2. **Bills/Financials** – October 28<sup>th</sup> P&L statement shows estimated 2019 operating revenues at \$1.16M (or 96%) and expenses at \$753K (or 62%) at 82% of the way through the CY19 budget. Balances as of October 26<sup>th</sup> are TD account = \$71K and PDIP account = \$168K. Approximately \$304K in receivables due as of October 28<sup>th</sup> including the Nov. 1<sup>st</sup> billing. Significant bills pending but overall cash flow position has improved.
3. **Water Quality** – Routine October testing completed; results satisfactory for bacteria, NO<sub>2</sub>/NO<sub>3</sub> and VOCs. First round of PFAS sampling completed; preliminary results = not detected at 2 ppt.
4. **Water Use/Diversion** – Water usage continues its seasonal decline. Replacement diversion equipment was received but was incorrect; shipped back and requested assistance from vendor.
5. **Pike Blasting** – Pike and their blaster (Maine Drilling & Blasting) continue to provide advance blast notification and seismograph data continue to show accelerations below the slope stability threshold.
6. **Training** – Operations staff attended NHWWA Annual Conference on Oct. 24<sup>th</sup>. Coordinated and hosted NHDES Source Protection Management Practices workshop at the Library on Oct. 21<sup>st</sup>.
7. **Planning & Construction** – Continued ongoing discussions about rectifying non-compliant service configurations on Pine/Donald Sts. Coordinated ongoing inspection of Univ. Hgts. Phases 1B/2B; identified deficiency in bond and construction paperwork and requested updated versions of the same. Met with developers for parcels off of Bernice Street and Hooksett Road. Requested update on Bow interconnection study. Attended meetings of the Hooksett Utility Coordination Team on September 25<sup>th</sup> and October 23<sup>rd</sup>; the team is currently discussing issues that arise with utility co-location and town development specs. Attended TIF Committee meetings on September 25<sup>th</sup> and October 16<sup>th</sup>; the group is currently focused on Exit 10 sewerage but Supreme Industries is developing an Exit 11 proposal that could include water and sewer.
8. **Mapping & GIS** – Selected/purchased tablet and ArcGIS Online software license for cloud-based mapping of distribution system. Completed two kickoff trainings with GSRWA re: data collection in field and office. Mike attended NHDES Asset Management Plan workshop in Pembroke on October 2<sup>nd</sup> and met with Tata & Howard re: coordination of data collection with AMP asset condition-and-criticality evaluation. Met with Brown Engineering on October 15<sup>th</sup> to discuss continuation of drone imaging flights.
9. **Pump House/SCADA Improvements** – Continued exterior work at pump stations. Completed troubleshooting and adjustments of chemical feed systems. Still troubleshooting replacement VFD for fire pump #2 at Booster Station; new VFD and input module on order. Evaluated quotes for routine generator maintenance. SCADA implementation in progress.
10. **Cross-Connection Control** – Began Fall 2019 backflow testing including new device at 7 Manor Drive. Submitted failure notices to the owner(s) of three devices. Created an HVWP cross-connection survey form with disclaimer and device requirements info. Completed three cross-connection surveys.

11. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations (including 2 on-site meetings with Stiles) and install new meters; 12 installed this month and total so far = 509. Shutoffs, finals and bacteria samples completed as needed including new services at 149/153 University. Cut grass. Assisted with turn-off of seasonal irrigation systems. Completed investigatory dig at 30 Pine Street to locate main and shared service line to 36/38 Pine Street; further work remains to be completed. Continued locating, uncovering and operating missing gate valves. Completed yard hydrant flow test(s) at sewer plant at request of Hooksett Sewer. Began fall hydrant flushing.
12. **Vehicles** – Completed annual inspections and miscellaneous repairs including water pump (F350), exhaust (Chevy utility), and tire/air bag sensors and catalytic converter (Hybrid).

APPROVED