

HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF FEBRUARY 26, 2019

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

Meeting opened at 7:15 p.m.

Motion made by Anthony Amato seconded by Jim O’Brien to accept minutes for the January 2019 meeting.

Treasurer’s Report:

Cleared balance as of , January 31 2019: \$35,279.54
16 Uncleared transactions of \$ 20,158.53 leaving a Register balance \$ 15,121.01
NHPDIP balance: \$47,057.96 int: 96.28

Report accepted as presented by James O’Brien seconded

Collector’s Report:

Month opened with \$1,129.85 due previous; \$0.00 due current,\$ 35.00 backdated items \$ 201,329.00 quarterly billing, \$655.95 final bills \$0.00 prev year collections, \$ 102,795.72 current year collections \$1,555.00 misc. \$0.00 refund, \$0.00 return check \$ -30.00 adjustments, \$0.00 penalties, leaving \$ 1,094.85- prev year, \$ 100,698.23 – current yr. = \$101,793.08

Report accepted as presented by James O’Brien seconded by Tony Amato

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 Russell Pelletier

Attorney Report:

Old Business:

New Business:

Motion for Housekeeping made by Tony Amato seconded by Jim O'Brien at 8:06
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 Jim O'Brien 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 8:09 Motion made by Tony Amato seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT

February 26, 2019

1. **Misc. Admin.** – Addressed miscellaneous customer service requests. Continued Asst. Supt. position advertising, and follow-up to first round of interviews; scheduled second round for Mar. 7th.
2. **Bills/Financials** – February 25th P&L statement shows estimated 2019 operating revenues at \$204K (or 17%) and expenses at \$108K (or 9%) at 13% of the way through the CY19 budget. TD account is currently at \$76K and \$47K remains in PDIP account; no transfer from TD planned yet due to pending receivables.
3. **Water Quality** – Routine February bacteria and distribution testing completed; results satisfactory. Resumed review of pH measurement protocols and adjustments to calibration-verification methods.
4. **Water Use/Diversion** – Water usage continues at a seasonal low. Pond level remains at capacity. Annual Brook Diversion report to NHDES was submitted; annual Water Balance Report due this week. Source meter calibrations were completed with A/D Instruments on Feb. 18th; new meters passed “with flying colors”.
5. **New Tank** – Vent-less propane heater returned and direct-vented heater purchased; the latter appears to address Town inspection concerns. Tank wall construction work continued. The sixth pay request (~\$708K) for the construction loan was received after additional coordination and processed; seventh pay request is in preparation. Met with Lewis Engr. as needed to review and coordinate project progress. Coordinating with EII and GeoInsight to schedule controls work at tank site. Hosted Feb. 4th meeting with Keene DPW at tank site to review selection and construction process. Obtained updated work schedule from Statewide.
6. **Training** – Mike attended Feb. 25th EFCN webinar on Water Conservation Rates.
7. **Planning & Construction** – Attended TIF district sewer planning meeting on Feb. 7th at Manchester Water Works with representatives of the Sewer Dept. and the Town. Mike and Chair Smith met with the Town Economic Development Committee on Feb. 20th to review HVWP policies, rates and CIP.
8. **GIS Mapping** – Completed asset management grant agreement and submitted to NHDES. Met with Brown Engineering on Feb. 25th to review initial results of drone flyover test flights.
9. **Pump House Improvements** – Continuing to schedule remaining work at the South Station; repaired small leaks in new water main fittings. Diagnosed and removed fire pump at Booster Station for repairs by Fay. Diagnosed and repaired soda pump feed problems at the South Station with assistance from F.W. Webb.
10. **Cross-Connection Program** – CY2018 backflow testing results report completed and submitted to NHDES on Feb. 15th; NHDES pleased with effort (“...at some point down the road I think your/HVWPs efforts with this program, including administration, follow-up/enforcement efforts and efforts to capture irrigation connections, would be good content for a presentation. NHWWA has a backflow-centric training usually once per year and I could see this as valuable content. Keep up the good work.”). Mailed notice about RPZ requirement and May 15th deadline to in-ground irrigation system owners with PVBs/DCVs. Inspected and tested two new devices, bringing the total number of permitted devices to 293. Met with Wedgewood association representative to review requirement to bring device out of pit this spring. Coordinated with DSG re: spring 2019 test notification protocol and negotiated CY2019 agreement.

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. Met with ProQuip and Central Hooksett Water on Feb. 12th to review equipment rental/sales needs and emergency procurement process. Thawed/dug out several gate valves. Inspected 10 Manor Dr. services.

APPROVED