

HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF JUNE 25, 2019

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

Meeting opened at 7:00 p.m.

Town Administrator Andre Garron attended the meeting.

Motion made by James O'Brien seconded by Anthony Amato to accept minutes for the May 2019 meeting.

Treasurer's Report:

Cleared balance as of May 2019: \$101,575.01

8 Uncleared transactions of \$52367.32 leaving a Register balance \$ 49,207.69

NHPDIP balance: \$92,621.97 int: 183.90

Report accepted as presented by Anthony Amato seconded by Russell Pelletier

Collector's Report:

Month opened with \$123,248.90 due, \$ 42,022.09 backdated items \$ 0.00 quarterly billing, \$949.70 final bills, \$ 78,009.62 collections \$3,429.00 misc. \$0.00 refund, \$0.00 return check \$ -702.00 adjustments, \$6,430.00 penalties, leaving \$13,323.89

Report accepted as presented by Anthony Amato seconded by Russell Pelletier

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
12. Vehicles

Report accepted as presented by Anthony Amaot seconded by Russell Pelletier

Attorney Report:

Old Business:

Discussion re: Both Water Precincts sub-committee-

New Business:

Todd Smith and Mike Heidorn gave a overview of Hooksett Village Water Precinct to the new Town Administrator.

Discussion re: Moving Annual meeting to March. Motion next meeting.

Move discussion to July meeting re: Small Business

Discussion re: Pike easement to Eversource

Motion for Housekeeping made by James O'Brien seconded by Russell Pelletier at 8:14
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 James O'Brien seconded by Russell Pelletier 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 8:14 Motion made by Anthony Amato seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

June 25, 2019

1. **Misc. Admin.** – Addressed miscellaneous customer service requests. Orientation period completed with Matt Norris, our new Asst. Supt.; Matt has quickly come up to speed and is participating in the on-call rotation. Edited draft Pinnacle Pond Recreational Use Policy and submitted to MWW. Prepared/mailed late notices; coordinating shutoffs for June 25/26th. Evaluated office mailbox upgrade options; construction pending. Submitted violation reminder to 9 Granite re: proper abandonment of service line.
2. **Bills/Financials** – June 17th P&L statement shows estimated 2019 operating revenues at \$457K (or 38%) and expenses at \$392K (or 32%) at 46% of the way through the CY19 budget. Balances as of June 17th are TD account = \$81K and PDIP account = \$92K.
3. **Water Quality** – Routine June bacteria and distribution testing completed; results satisfactory.
4. **Water Use/Diversion** – Water usage is creeping up but not as fast as normal due to wet weather. Diversion was opened up last week and pond level is approaching capacity again. Demo equipment installed to monitor diversion flow; coordinating with GeoInsight and Ti-Sales on equipment evaluation.
5. **New Tank** – New tank has been operating glitch-free in concert with the old tank. Continued coordination with NHDES, contractors and consultants; drainage and fencing have been completed. Continuing to develop a scope of work to finalize the tank controls and system SCADA integration. Obtained more blasting info from Pike; GeoInsight summarized vibration monitoring data in letter to be forwarded to Pike. Coordinating payments of final bills to contractors; retainage being reduced from 10% to 2% per contracts. Draft enforcement letter submitted to Town for review re: 31 Pinnacle vehicle storage in water main area.
6. **Training** – Matt attended NHWWA coliform notification class on June 18th.
7. **Planning & Construction** – Coordinated responses to inquiries and June 4th meeting on connection process for 191 West River Rd. Responded to connection info request for 57 Granite (proposed subdivision). Inspection of Unit #10 Manor Dr completed; associated coordination re: inspection policy ongoing. Completed meeting with Bow officials on May 29th; Bow has offered to take the lead on collecting a quote for an interconnection feasibility study.
8. **GIS Mapping** – Kickoff meeting for AMP project completed on May 29th with NHDES, Brown Engineering, Tata & Howard and GSRWA. Coordinating with Brown and GSRWA to review preliminary drone imagery distribution system mapping results and clarify overlapping scopes of work.
9. **Pump House Improvements** – Re-installed fire pump #2 at Booster Station. Faulty VFD identified during pump re-installation; researching repair/replacement options. Installed condensate collector at South.
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 including completion of status report on June 19th; ~15 tests remaining. Mailed additional test failure notices. Assisted Parks & Rec Dept. with two failed backflow devices.
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. New meters installed to date = 461. Cleaned office and cut grass. Cleaning of old tank has been scheduled. Spring flushing nearly completed; began using new flushing device with built-in metering technology for steamer nozzles.

Created new directional (zoned) flushing approach and database to record flushing results and calculate hydrant flows at 20 psi. Began using updated daily/weekly/monthly station data logging sheets, including dosage calcs. Responded to service leaks at 7 Thompson and 9 Pinnacle.

12. **Vehicles** – Sold old Ford van and purchased '08 Chevy HD3500 4x4 utility truck (61K) from CHWP.

APPROVED