

HOOKSETT VILLAGE WATER PRECINCT  
MINUTES OF MARCH 26, 2019

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

Meeting opened at 7:00 p.m.

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

**Treasurer's Report:**

Cleared balance as of February 2019: \$70,791.62  
6 Uncleared transactions of \$10,906.22 leaving a Register balance \$ 81,877.84  
NHPDIP balance: \$47,145.70 int: 184.02

Report accepted as presented by Tony Amato seconded by Russ Pelletier

**Collector's Report:**

Month opened with \$101,793.08 due, \$ -272.60 backdated items \$ 0.00 quarterly billing, \$365.25 final bills, \$ 96,229.31 collections \$807.00 misc. \$0.00 refund, \$25.50 return check \$ -250.00 adjustments, \$5,870.00 penalties, leaving \$12,108.92  
Report accepted as presented by Tony Amato seconded by Russ 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

Report accepted as presented by Tony Amato seconded by Russell Pelletier

**Attorney Report:**

**Old Business:**

Discussion re: hydrant rentals – Town

Discussion re: policy manual

**New Business:**

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

Motion made by Michael Jache seconded by Tony Amato to extend meeting 5 minutes. All approved.

Motion for Housekeeping made by Tony Amato seconded by Michael Jache at 8:35 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 8:35 Motion made by Tony Amato seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

# HVWP SUPERINTENDENT'S REPORT

March 26, 2019

1. **Misc. Admin.** – Addressed miscellaneous customer service requests. Reviewed resumes, completed 2<sup>nd</sup> round of interviews for the Asst. Supt. position and follow-up interviews with 3 finalists. Completed 2018 financial audit with Plodzik & Sanderson; began preparing follow-up items as requested/recommended. Sent out late notices to 163 customers owing approximately \$31K, resulting in late fees of \$5,870. Collected late fees. Completed final review of draft web site upgrade and submitted to contractor.
2. **Bills/Financials** – March 25<sup>th</sup> P&L statement shows estimated 2019 operating revenues at \$231K (or 19%) and expenses at \$201K (or 17%) at 23% of the way through the CY19 budget. TD account is currently at \$101K and \$47K remains in PDIP account; transfer from TD is planned this week.
3. **Water Quality** – Routine March bacteria and distribution testing completed; results satisfactory. Continued review of pH measurement protocols and adjustments to calibration-verification methods. Replacement field pH sensor ordered at no charge under warranty. Met with Hach rep to troubleshoot online analyzer issue.
4. **Water Use/Diversion** – Water usage continues at a seasonal low. Pond level remains near capacity. Annual Water Balance Report was submitted to NHDES; “unaccounted for” water totaled approximately 8.8MG out of 115MG pumped from the sources, or 7.7% (goal ≤15%). Meetings were held with two equipment vendors to begin research on diversion flow meter replacement due to operational problems the last few years.
5. **New Tank** – Direct-vented heater installed and passed Town inspection. Tank wall construction work completed and sealant curing process underway. The 7<sup>th</sup> pay request (\$22.5K) for the construction loan was received after additional coordination and processed; the 8<sup>th</sup> pay request (\$40.5K) was submitted to NHDES. Hosted project progress meeting on March 6<sup>th</sup> with NHDES, contractors and consultants and updated timetable for completion. Secured and scheduled plumber for building interior. Met with GeoInsight to facilitate seismic monitoring plans. EII began installation of controls and solar panels at tank site.
6. **Training** – Mike, Gary and Dennis attended DigSafe seminar on March 13<sup>th</sup>.
7. **Planning & Construction** – Met with Sewer Commission and the Acting Town Administrator on March 18<sup>th</sup> to discuss opportunities for water infrastructure improvements as part of the TIF district. Chair Smith attended the Economic Development Committee meeting on March 20<sup>th</sup>. Met with the Town Engineer on March 21<sup>st</sup> to review opportunities to incorporate water into TIF engineering RFP; detailed conceptual descriptions for three major water projects were prepared and submitted to the Town that evening.
8. **GIS Mapping** – Met with Brown Engineering re: coordinating drone work; began gate/curb valve markouts.
9. **Pump House Improvements** – Cleaned South Station. Repaired and re-installed fire pump at Booster Station. Met with F.W. Webb to review results of recent improvements and upcoming needs.
10. **Cross-Connection Program** – Coordination re: RPZ requirement and May 15<sup>th</sup> deadline for in-ground irrigation system owners with PVBs/DCVs. Began spring testing and associated coordination with DSG; completed 55 of the 60 required in-house tests ahead of schedule. Mailed two test failure notices.

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. Cleared and shoveled hydrants.

APPROVED