

HOOKSETT VILLAGE WATER PRECINCT  
MINUTES OF MAY 28, 2019

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

Meeting opened at 7:00 p.m.

Motion made by James O'Brien seconded by Michael Jache to accept minutes for the April 2019 meeting.

**Treasurer's Report:**

Cleared balance as of April 2019: \$28,011.77  
10 Uncleared transactions of \$15,922.60 leaving a Register balance \$ 12,089.17  
NHPDIP balance: \$92,438.07 int: 180.61

Report accepted as presented by Michael Jache seconded by Russell Pelletier

**Collector's Report:**

Month opened with \$10,158.77 due, \$ 0.00 backdated items \$ 193,900.95 quarterly billing, \$402.55 final bills, \$ 85,999.22 collections \$5,842.85 misc. \$0.00 refund, \$0.00 return check \$ -1,057.00 adjustments, \$0.00 penalties, leaving \$123,248.90

Report accepted as presented by Michael Jache 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

Report accepted as presented by Michael Jache seconded by Russell Pelletier

**Attorney Report:**

**Old Business:**

Discussion re: Both Water Precincts sub-committee- Todd and Mike (Village) Bill and Turk (Central)

**New Business:**

Motion made by Anthony Amato seconded by Michael Jache to withdraw \$43,000.00 from Tank Maintenance Trust Fund for construction change orders.

Motion made by Michael Jache seconded by Anthony Amato to accept the Pond-recreational use policy as amended by Council.

Motion for Housekeeping made by Michael Jache seconded by Russell Pelletier at 7:53 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 Michael Jache 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 7:54 Motion made by Anthony Amato seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

# HVWP SUPERINTENDENT'S REPORT

May 28, 2019

1. **Misc. Admin.** – Addressed miscellaneous customer service requests. Orientation period completed with Chris Nelson; unfortunately Chris has elected to move on and his last day will be May 31<sup>st</sup>. Interviewed Matt Norris on May 16<sup>th</sup>; Matt has accepted the Asst. Supt. position and starts with us on June 3<sup>rd</sup>. Continued coordinating final draft web site upgrade. Prepared draft Pinnacle Pond Recreational Use Policy. Initial review of and edits to HVWP fraud and ethics policies, and development of unified policy manual format.
2. **Bills/Financials** – May 20<sup>th</sup> P&L statement shows estimated 2019 operating revenues at \$441K (or 36%) and expenses at \$318K (or 26%) at 38% of the way through the CY19 budget. The first quarter “lag” in revenues/expenses has ended. TD account is currently at \$21K and \$92K resides in PDIP account.
3. **Water Quality** – Routine May bacteria and distribution testing completed; results satisfactory. Posted CCRs.
4. **Water Use/Diversion** – Water usage is creeping up but not as fast as normal due to wet weather. Pond level remains near capacity. Continued coordinating with GeoInsight on flow meter replacement evaluation; demo equipment has been ordered and will hopefully be tested in the field in the coming month.
5. **New Tank** – Generator runtime issue has been resolved; solar panel wiring glitch was not allowing full charging. Tank was put online the week of May 6<sup>th</sup>; an overall success but apparent erratic pressures and calls from a customer led to the discovery of 2½ closed gate valves. Things have been running smoothly since the valves were fully opened – no more tank climbs for manual water levels. Continued coordination with NHDES, contractors and consultants; Pichette has nearly completed drainage and fencing. Mike is now working with EII to develop scope of work to finalize the tank controls and system SCADA integration; Precinct staff toured and evaluated the similar Pembroke Water Works SCADA system on May 22<sup>nd</sup>. Coordinated and completed first generator maintenance; generator ran many hours due to solar panel glitch. Obtained blasting info from Pike; GeoInsight completed initial evaluation of vibration monitoring data.
6. **Training** – Mike attended NHDES source protection conference on May 16<sup>th</sup>.
7. **Planning & Construction** – Further discussed opportunities for water infrastructure improvements as part of the TIF district with Sewer Superintendent, the Town's TIF engineer (Underwood), Hooksett EDC and NHDES. Coordinated responses to inquiries on connection process for 1621, 1663 & 1821 Hooksett Rd. Continued coordination re: Univ. Hgts. Phases 1B-2B; disinfected and pressure-tested new stretch. Initiated and scheduled meeting with Bow officials for May 29<sup>th</sup>. Met with CHWP to review their CIP progress.
8. **GIS Mapping** – Continued coordinating with Brown Engineering; reviewed preliminary drone imagery distribution system mapping results. Kickoff meeting for AMP project scheduled for May 29<sup>th</sup>.
9. **Pump House Improvements** – Met with contractor re: re-installation of fire pump at Booster Station.
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 May 24<sup>th</sup>; 69 tests remaining. Mailed additional test failure notices. Assisting Parks & Rec Dept. with two failed backflow devices. Enforcing well issue at Windsor Terrace. Coordinated with landscaper to install new above-grade backflow device and meter at Wedgewood.

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. Installed approximately two dozen meters. Repaired exhaust on F350 and replaced tires on Hybrid. Ordered LMI parts and tubing for pump stations; diagnosed trouble with CI pump at North station. Cleaned office and cut grass. Met with RMM re: developing asset maintenance plan/quote for old tank rehab. Located (finally!) curbs at Meadowcrest. Detailed evaluation of flow measurement during flushing; ordered new flushing device with built-in metering technology for steamer nozzles. Review of daily and monthly station data logging and initial development of draft improvements to our methods, including dosage calcs. Repaired lawn at 21 Highland; also cut pavement square and arranged for paving by Town contractor.

APPROVED