

HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF SEPTMEBER 24th, 2019

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

Meeting opened at 6:03 p.m.

Motion made by James O’Brien seconded by Russell Pelletier to accept minutes for the August 2019 meeting.

Treasurer’s Report:

Cleared balance as of August 2019: \$80,165.15
4 Uncleared transactions of \$1608.20 leaving a Register balance \$ 78,556.95
NHPDIP balance: \$168,159.85 int: 186.93

Report accepted as presented by James O’Brien seconded by Russell Pelletier

Collector’s Report:

Month opened with \$137,392.25 due, \$ 85.45 backdated items \$ 0.00 quarterly billing, \$589.00 final bills, \$ 119,459.39 collections \$1,766.00 misc. \$0.00 refund, \$0.00 return check \$ -155.00 adjustments, \$7,280.00 penalties, leaving \$27,327.41
Report accepted as presented by James O’Brien seconded by Russell Pelletier

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 James O’Brien seconded by Russell Pelletier

Attorney Report:

Old Business:

Discussion regarding personnel plan/time sheets. Vote next meeting to approve updates.

New Business:

James O'Brien made a motion at 7:04 seconded by Russell Pelletier to go in to executive session per RSA A91-A:3III to confer with Attorney BJ Branch.

7:35 James O'Brien made a motion seconded by Russell Pelletier to extend the meeting.

7:46 James O'Brien made a motion seconded by Russell Pelletier to come out of executive session.

Motion for Housekeeping made by James O'Brien seconded by Russell Pelletier at 7:46 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 7:46 Motion made by James O'Brien seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

September 24, 2019

1. **Misc. Admin.** – Addressed miscellaneous customer service requests. Finalized/mailed 189 3rd quarter late notices (\$53K owed; \$7K in late fees). Drafted updated staff work hours policy. Located and assembled final package of non-SRF reimbursed tank project invoices for Nobis to close out construction phase of tank loan.
2. **Bills/Financials** – September 23rd P&L statement shows estimated 2019 operating revenues at \$851K (or 70%) and expenses at \$672K (or 56%) at 73% of the way through the CY19 budget. Balances as of September 23rd are TD account = \$114K and PDIP account = \$168K. Approximately \$56K in receivables due as of September 23rd mostly associated with the August 1st billing.
3. **Water Quality** – Routine September bacteria testing completed; results satisfactory. New MCLs for PFAS compounds have been adopted by NHDES; PFAS sampling is required for the next 4 quarters.
4. **Water Use/Diversion** – Water usage remains elevated but has begun its routine seasonal decline. New diversion equipment was installed but is being replaced (at no additional cost) due to a wiring glitch.
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 GSRWA Annual Operator Field Day on Aug. 17th.
7. **Planning & Construction** – Coordinated ongoing discussions about rectifying non-compliant service configurations on Pine/Donald Sts. Coordinated ongoing inspection of Univ. Hgts. Phase 2B. Chair Smith submitted the interconnection study feasibility offer to the Town of Bow and attended their Selectboard meeting on Sept. 11th; Bow has agreed to partner with the Precinct on this study. Mike attended the kickoff meeting of the Hooksett Utility Coordination Team on August 28th put together by Hooksett's Town Engineer B. Thomas; the group agreed to meet monthly to discuss upcoming projects. Mike assisted the Town's consultant (Underwood) in preparing and submitting a new application to the NH GWDW Trust Fund on HVWP's behalf for a grant to finish the water main from the new tank out to the RT3A TIF district; many letters of support were gathered and the Town and Keyland Enterprises offered significant contributions.
8. **Mapping & GIS** – Completed manually updating distribution system map and sorting/filing historic plans stored at the HVWP office and booster station; scanned and submitted water main map and data to GSRWA.
9. **Pump House Improvements** – Continued exterior work at pump stations, including painting/caulking at the South and North stations, and initial repair of fence/gate at the South station. Troubleshooting replacement VFD for fire pump #2 at Booster Station; works on manual but not automatic. Began coordinating and collecting quotes for routine generator maintenance.
10. **SCADA** – Began full SCADA implementation; coordinated setup of IP communications (Office/East).
11. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 5 installed this month and total so far = 497. Shutoffs, finals and bacteria samples completed as needed including new services at 161/165 University. Cut grass. Repaired/replaced hydrant at Grant Drive;

made three attempts to fix DPW (rear) hydrant and offered to coordinate replacement. Began locating, uncovering and operating several missing gate valves. Hooksett Sewer generously assisted us with paving repairs at Chase/Maple Sts. and at valve boxes.

12. **Vehicles** – Completed F350 crane repair in-house, saving thousands of dollars.

APPROVED