

**HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF NOVEMBER 25, 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, Att. BJ Branch
Absent: James O'Brien

Meeting opened at 6:00 p.m.

Motion made by Michael Jache seconded by Anthony Amato to accept minutes for the October 2019 meeting.

Treasurer's Report:

Cleared balance as of October 2019: \$65,813.96
8 Uncleared transactions of \$5,180.20 leaving a Register balance \$ 60,633.76
NHPDIP balance: \$168,715.06 int: 269.86

Report accepted as presented by Michael Jache seconded by Anthony Amato

Collector's Report:

Month opened with \$10,786.90 due, \$ 0.00 backdated items \$ 292,948.95 quarterly billing, \$358.15 final bills, \$ 179,477.29 collections \$4,367.00 misc. \$ refund, \$131.40 return check \$ -834.20 adjustments, \$0.00 penalties, leaving \$128,280.91
Report accepted as presented by Michael Jache seconded by Anthony Amato

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/Scada Improvements
10. Cross-Connection Control
11. Misc. Field Projects

Report accepted as presented by Michael Jache seconded by Anthony Amato

Attorney Report:

Old Business:

Motion made by Michael Jache seconded by Anthony Amato to approve the 2020 Budget of \$1,309,191.00. Vote taken All approved.

New Business:

Motion made by Michael Jache seconded by Anthony Amato to transfer \$50,000.00 from the Repair and Replacement Trust Fund for the purpose of buying meters.

Motion for Housekeeping made by Anthony Amato seconded by Michael Jache at 7:33 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 Anthony 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 7:33 Motion made by Anthony Amato seconded by Michael Jache

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

October 29, 2019

1. **Misc. Admin.** – Addressed miscellaneous customer service requests. Collected and completed troubleshooting of October meter readings. Prepared and mailed Nov. 1st bills and associated inserts. Prepared November HVWP newsletter. Distributed updated staff work hours policy. Performed first minor in-house maintenance of new web page. Met w/Cross Insurance re: 2020 rates. Began preparation of 2020 draft budget, including updates to 10-year CIP, annual wage schedule and 5-year rate estimate.
2. **Bills/Financials** – October 28th P&L statement shows estimated 2019 operating revenues at \$1.16M (or 96%) and expenses at \$753K (or 62%) at 82% of the way through the CY19 budget. Balances as of October 26th are TD account = \$71K and PDIP account = \$168K. Approximately \$304K in receivables due as of October 28th including the Nov. 1st billing. Significant bills pending but overall cash flow position has improved.
3. **Water Quality** – Routine October testing completed; results satisfactory for bacteria, NO₂/NO₃ and VOCs. First round of PFAS sampling completed; preliminary results = not detected at 2 ppt.
4. **Water Use/Diversion** – Water usage continues its seasonal decline. Replacement diversion equipment was received but was incorrect; shipped back and requested assistance from vendor.
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 NHWWA Annual Conference on Oct. 24th. Coordinated and hosted NHDES Source Protection Management Practices workshop at the Library on Oct. 21st.
7. **Planning & Construction** – Continued ongoing discussions about rectifying non-compliant service configurations on Pine/Donald Sts. Coordinated ongoing inspection of Univ. Hgts. Phases 1B/2B; identified deficiency in bond and construction paperwork and requested updated versions of the same. Met with developers for parcels off of Bernice Street and Hooksett Road. Requested update on Bow interconnection study. Attended meetings of the Hooksett Utility Coordination Team on September 25th and October 23rd; the team is currently discussing issues that arise with utility co-location and town development specs. Attended TIF Committee meetings on September 25th and October 16th; the group is currently focused on Exit 10 sewerage but Supreme Industries is developing an Exit 11 proposal that could include water and sewer.
8. **Mapping & GIS** – Selected/purchased tablet and ArcGIS Online software license for cloud-based mapping of distribution system. Completed two kickoff trainings with GSRWA re: data collection in field and office. Mike attended NHDES Asset Management Plan workshop in Pembroke on October 2nd and met with Tata & Howard re: coordination of data collection with AMP asset condition-and-criticality evaluation. Met with Brown Engineering on October 15th to discuss continuation of drone imaging flights.
9. **Pump House/SCADA Improvements** – Continued exterior work at pump stations. Completed troubleshooting and adjustments of chemical feed systems. Still troubleshooting replacement VFD for fire pump #2 at Booster Station; new VFD and input module on order. Evaluated quotes for routine generator maintenance. SCADA implementation in progress.
10. **Cross-Connection Control** – Began Fall 2019 backflow testing including new device at 7 Manor Drive. Submitted failure notices to the owner(s) of three devices. Created an HVWP cross-connection survey form with disclaimer and device requirements info. Completed three cross-connection surveys.

11. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations (including 2 on-site meetings with Stiles) and install new meters; 12 installed this month and total so far = 509. Shutoffs, finals and bacteria samples completed as needed including new services at 149/153 University. Cut grass. Assisted with turn-off of seasonal irrigation systems. Completed investigatory dig at 30 Pine Street to locate main and shared service line to 36/38 Pine Street; further work remains to be completed. Continued locating, uncovering and operating missing gate valves. Completed yard hydrant flow test(s) at sewer plant at request of Hooksett Sewer. Began fall hydrant flushing.
12. **Vehicles** – Completed annual inspections and miscellaneous repairs including water pump (F350), exhaust (Chevy utility), and tire/air bag sensors and catalytic converter (Hybrid).

APPROVED