

**HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF JANUARY 28, 2020**

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

Meeting opened at 6:02 p.m.

Presentation from Jenna Rzasa/Tata & Howard

Motion made by Anthony Amato seconded by Russell Pelletier to accept minutes for the November 2019 meeting and the Special meeting of January 7, 2020.

Treasurer's Report:

Cleared balance as of November 2019: \$125,993.37
9 Uncleared transactions of \$57,614.26 leaving a Register balance \$ 162,972.15
NHPDIP balance: \$169,174.08 int: 230.32

Report accepted as presented by Anthony Amato seconded by Russell Pelletier

Collector's Report:

Month opened with \$12,885.05 due,\$ 0.00 backdated items \$ 0.00 quarterly billing, \$406.35 final bills, \$ 9,399.30 collections \$1,510.42 misc. \$0.00 refund, \$0.00 return check \$ 0.00 adjustments, \$0.00 penalties, leaving \$5,402.52
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. Pike Quarry
6. Training
- 7 Planning &Construction
8. Mapping & GIS
9. Pump House/Scada Improvements
10. Cross-Connection Control
11. Misc. Field Projects
12. Vehicles

Report accepted as presented by Anthony Amato seconded by Russell Pelletier

Attorney Report:

Old Business:

New Business:

Discussion -Update on TIF

February meeting- Eversource Easement

Motion for Housekeeping made by Anthony Amato seconded by Russell Pelletier at 6:52
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 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 6:52 Motion made by Anthony Amato seconded by James O'Brien

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

January 28, 2020 *(covers Dec. 2019 also; meeting was canceled due to weather)*

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills. Finalized preparation of 2020 draft budget, including updates to 10-year CIP, annual wage schedule and 5-year rate estimate; presented budget and CIP to Budget Committee on Jan. 16th. Sent out 169 late notices for Nov. bills; all were collected prior to shutoff. Feb. 1st bills were prepared and mailed. Attended Dec. 17th meeting with Town at Sewer Dept. re: inspections of deduct meters. Assisted CHWP with billing admin. Prepared bulk water sales invitation for CY2020 and submitted to existing contractors.
2. **Bills/Financials** – Jan. 27th P&L statement shows estimated 2020 operating revenues at \$70K (or 5%) and expenses at \$82K (or 6%) at 7% of the way through the CY20 budget. Balances as of Jan. 27th are TD account = \$72K and PDIP account = \$169K. Approximately \$217K in receivables due as of Jan. 27th.
3. **Water Quality** – Routine Dec. and Jan. testing completed; results satisfactory for bacteria. Preliminary PFAS round #2 (Jan.) sampling results = not detected at 2 ppt; this may result in decreased sampling. Submitted Q4 DES DBP report on Jan. 9th; compliance has been maintained through CY2019.
4. **Water Use/Diversion** – Water usage ~ 228K GPD in Dec. (winter low). Stream diversion was maintained in Dec./Jan. to keep pond “topped off.” Submitted Q4 NHDES Water Use Report on Jan. 9th.
5. **Pike Quarry** – 2020 lease renewal was billed and paid. Parcel value was researched. Ongoing coordination with attorney and surveyor re: finalizing and recording access easement agreement/plans.
6. **Training** – Mike attended webinars on revenues and asset mgmt. as well as a groundwater research symposium on Jan. 14th and the NHWWA/NEWWA Joint Mtg. on Jan. 16th.
7. **Planning & Construction** – Attended Dec. 2nd TRC meeting re: proposed Bernice Street development (formerly known as Webster Woods Ph. II). Met with Liberty Gas on Jan. 13th re: proposed installation of gas mains in Grant Dr. area. Coordinated with Dubois & King re: preparation for Jan. 28th kickoff meeting with Town of Bow on interconnection study. Participated in Hooksett Utility Coordination Team meeting on Jan. 22nd. Attended TIF Committee meetings on Dec. 18th and Jan. 8th and NHDWG Trust Fund meeting on Dec. 9th; ongoing coordination with Town and DES re: Trust Fund re-application, including meeting with Town Administrator on Jan. 7th and attendance at Town Council meeting on Jan. 22nd.
8. **Mapping & GIS** – Finalized Phase 1 coordination with GSRWA re: cloud-based mapping of distribution system; met with GSRWA and Tata & Howard on Dec. 18th re: status of project and action items. Reviewed historical leak records and met with T&H on Jan. 16th to review project status.
9. **Pump House/SCADA Improvements** – Finalized repairs to wall/ceiling and painting at South Station. SCADA project was completed, providing much improved monitoring/troubleshooting/alarms. Generator inspections, load testing and required maintenance tasks were completed with new vendor, Powers Generator. Investigated floor sinking at North Station and completed conceptual plan for CY2020 station rehab.
10. **Cross-Connection Control** – Finished Fall 2019 backflow retesting of failed devices. Prepared and submitted DES CY2019 testing report; 432 tests/retests were completed and DES response has been positive. Initiated preparation of target mailing list for bringing remaining irrigation devices into compliance. Prepared draft testing contract for 2020 and submitted to testing contractor.

11. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 9 installed this month and total so far = 526. Shutoffs, finals and bacteria samples completed as needed. Plowed and cleared hydrants. Coordinated installation of new heater and replacement of mat for administrative office. Cleaned up garage.
12. **Vehicles** – Repaired F350 windshield and replaced catalytic converter on Hybrid.

APPROVED