

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

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

Meeting was held at American Legion 5 Riverside Street

Meeting opened at 6:02 p.m.

Bruce Kudrick from Hooksett Sewer Dept. gave presentation on easement for pump station. BJ to work with Bruce to complete utility easement.

Motion made by James O’Brien seconded by Michael Jache to accept minutes for the February 2020 meeting. March meeting was postponed until April 28th.

Treasurer’s Report:

Cleared balance as of February 2020: \$147,052.53

14 Uncleared transactions of \$11,692.64 leaving a Register balance \$ 135,359.89

NHPDIP balance: \$219,653.10 int: 247.50

Cleared balance as of March 2020: \$ 110,136.63

12 Uncleared transactions of \$8,584.46 leaving a Register balance \$ 101,551.63

NHPDIP balance: \$109,733.64 int: 200.01

Report accepted as presented by Michael Jache seconded by Jim O’Brien

Collector’s Report: March

Month opened with \$90,098.60 due, \$148.95 backdated items \$ 0.00 quarterly billing, \$597.00 final bills, \$ 73,708.18 collections \$620.00 misc. \$0.00 refund, \$93.90 return check \$ 245.00 adjustments, \$5,770.00 penalties, leaving \$23,077.37

April: Month opened with \$23,077.37 due, \$240.20 backdated items \$ 0.00 quarterly billing, \$395.40 final bills, \$ 4,456.55 collections \$1,548.61 misc. \$0.00 refund, \$ return check \$ 0.00 adjustments, \$5,770.00 penalties, leaving \$20,324.63

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

Superintendent’s Report: March

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

Superintendent's Report: April

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
- 10 Cross-connection Control
- 11 Misc. Field Projects
- 12 CHWP

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

Attorney Report:

Discussion regarding Eversource easement and Pike Industries

BJ to amend the lease agreement and relay to Pike, HVWP's agreement to lease and/or sell. Vote to be taken at next meeting.

Old Business:

New Business:

6:46 Motion to enter into Executive Session per 91A:3 II L made by James O'Brien seconded by Michael Jache

7:52 Motion made by Michael Jache seconded by James O'Brien to come out of Executive Session

Motion for Housekeeping made by James O'Brien seconded by Michael Jache at 7:54

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 Michael Jache seconded by James O'Brien

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT

February 25, 2020

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills. Completed Worker's Comp. insurance audit for CY2019. Completed minor website updates and de-activated old website reactivation. Coordinated scheduling of Mar. 3rd water system info session at library. Coordinated final NHDES wage compliance reviews for West (Quarry) Tank project. Re-ordered computer replacements for Windows 10 upgrades. Prepared new senior discount form and procedure; began implementing discount. Assisted Sewer Dept. with Supt. replacement interview process.
2. **Bills/Financials** – Feb. 24th P&L statement shows estimated 2020 operating revenues at \$367K (or 28%) and expenses at \$134K (or 10%) at 15% of the way through the CY20 budget. Balances as of Feb. 24th are TD account = \$122K and PDIP account = \$219K.
3. **Water Quality** – Routine Feb. testing completed; results satisfactory for bacteria. Final PFAS round #2 sampling results = not detected at 2 ppt; this may result in decreased future sampling.
4. **Water Use/Diversion** – Water usage currently ~ 150-180K GPD (winter low), plus ~100K GPD when the Booster Station kicks on. Stream diversion was off in February; pond level remains relatively high. Source meters at the pump stations were checked for accuracy on Jan. 30th and Feb. 12th; meters at the North and East Stations are being replaced. Submitted CY2019 NHDES Water Balance Report on Feb. 21st; the “unaccounted-for-water” target is <15% and we were at 5% for 2019. Submitted CY2019 NHDES Large GW Withdrawal Diversion Permit Report on January 31st; awaiting NHDES comment.
5. **Pike Quarry** – Final coordination with attorney and surveyor re: recording access easement agreement/plans.
6. **Training** – Dennis tested successfully for his backflow license recertification on Feb. 11th.
7. **Planning & Construction** – Attended Feb. 3rd TRC meeting re: proposed Seasons Market convenience store next to Bluebird Storage. Accepted invitation to attend Lilac Bridge award ceremony with Dubois & King on Mar. 19th. Met w/Geosphere to discuss groundwater exploration program. Attended meetings on Feb. 18th and Feb. 24th with the Hooksett Sewer Commission, Town of Hooksett and Dubois & King re: the Town of Bow interconnection study; initiated and worked with Lewis Engr. on an updated HVWP water system capacity/demand study to complement the Bow study. Coordinated final review and preparation of West (Quarry) Tank plans with Lewis Engr., Rick Blackwelder and Brown Engr. Requested finalization of plans for North Station entrance from Brown Engr. Met with Town Engineer to review Town's draft agreement with Supreme Industries and associated mapping updates as they relate to Trust Fund grant application.
8. **Mapping & GIS** – Working with Tata & Howard and GSRWA on analysis and refinement of GIS data and scheduling of associated workshop to prioritize water system assets.
9. **Pump House/SCADA Improvements** – Removed pump and motor at North Station; cleaned and surged well to maximum specific capacity of ~19 gpm/ft (originally 38 gpm/ft). Researched/ordered parts for rehab of North Station; also relocated floor transformer, removed old floor and coordinated with concrete vendors. Coordinated Eversource and EII to upgrade meter socket at the Thompson's Corner (“Old”) Tank.
10. **Cross-Connection Control** – Revised HVWP test forms to be consistent w/NEWWA changes.
11. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 28 installed this

month and total so far = 554. Shutoffs, finals and bacteria samples completed as needed. Plowed and cleared hydrants. Coordinated replacement of chairs and file cabinets at office. Investigated, excavated and repaired curb valve anomaly at 1568 Hooksett Road; also identified meter/backflow bypass issue and notified new owner.

12. **Vehicles** – Repaired Hybrid windshield.

APPROVED