

**HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF JUNE 30, 2020**

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

Meeting opened at 6:05 p.m.

Motion made by Michael Jache seconded by Jim O’Brien to accept minutes for May meeting.

Treasurer’s Report:

Cleared balance as of May 2020: \$60,056.63
7 Uncleared transactions of \$6,249.12 leaving a Register balance \$ 54,928.06
NHPDIP balance: \$109,886.21 int: 68.63

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

Collector’s Report: March

Month opened with \$151,055.91 due, \$253.20 backdated items \$ quarterly billing, \$865.50 final bills, \$ 117,397.78 collections \$9,137.24 misc. \$0.00 refund, \$157.00 return check \$ 70.65 adjustments, \$0.00 penalties, leaving \$43,494.02

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

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. CHWP

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

Attorney Report:

Discussion regarding Eversource easement and Pike Industries

Old Business:

New Business:

Motion for Housekeeping made by James O'Brien seconded by Michael Jache at 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 Anthony Amato 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 6:41 Motion made by Michael Jache seconded by Anthony Amato

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT

June 30, 2020

1. **Misc. Admin.** – Addressed miscellaneous customer service requests, processed payroll/bills and completed minor website updates. Met with auditor on June 8th and continued provision of CY2019 audit documentation. The office was re-opened to the public on June 23rd. Misc. coordination re: worker's comp. claim.
2. **Bills/Financials** – June 22nd P&L statement shows estimated 2020 operating revenues at \$560K (or 41%) and expenses at \$578K (or 43%) at 47% of the way through the CY20 budget. Balances as of June 22nd are TD account = \$78K and PDIP account = \$110K. Collections are strained due to restrictions imposed by the State's emergency order but irrigation usage has been elevated suggesting eventual revenue easing. We are currently owed \$15K in delinquent payments from the February billing, two thirds of which is owed by one customer. A total of \$32K is owed on the May billing from about 165 customers.
3. **Water Quality** – Routine June testing completed; bacteria = absent and distribution = normal.
4. **Water Use/Diversion** – Water usage is seasonally increasing, with total daily demand exceeding 700K gallons at times. The pond level is dropping seasonally, and well levels also. The regional weather classification shifted from “abnormally dry” to “moderate drought” on June 24th. Wet weather is expected this week but we are monitoring well levels and making operational adjustments as needed. Outdoor watering restrictions are not required as of yet but will be implemented if the wells approach critical limits.
5. **Pike Quarry** – Blasts were completed on June 2nd, 10th, 18th and today. A blast record summary was received from GeoInsight on June 19th. No results/reports have been received from Pike's consultants yet. The horizontal acceleration measured on June 18th exceeded our acceleration criterion of <0.09g.
6. **Training** – Mike attended the NRW webinar on *The Dark Web* on June 9th. Mike and Matt attended the NHWWA webinar on *Chloramines & Distribution Systems* on May 28th and June 16th.
7. **Planning & Construction** – Misc. coordination/assistance re: sewer pump station construction, which began on June 15th. Misc. coordination and correspondence re: startup of 2020 construction season at Phase 1B-2B at University Heights, including pre-construction meeting with developer and contractors on June 18th. Preparation and submittal of two NHDES SRF loan pre-applications for Precinct water main projects.
8. **Mapping & GIS** – Met with Tata & Howard on May 27th, finalized the Asset Management Plan and submitted it to NHDES on May 29th. Misc. follow-up re: North Well Entrance boundary survey.
9. **Pump House/SCADA Improvements** – Completed semiannual generator maintenance. Trouble encountered with motors at North and South Wells. North Well due to loose connection melting wire nuts; rewired/all set now. South Well motor pulled by Maher and under investigation. Researched and submitted historical energy info; completed initial energy audit with NHDES at all pump stations and tanks on June 17th.
10. **Cross-Connection Control** – Continued spring testing and began 2020 permit renewals.
11. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 15 installed this month and total so far = 586. Shutoffs, finals and bacteria samples completed as needed. Installed approximately a half dozen hydrant extensions in the initial stages of our program to raise partially buried hydrants. Began repainting hydrants. Began summer mowing and

roadside brush cutting. Repaired private hydrant at Lafond Ave. Ordered and accepted chemical deliveries. Troubleshooting of Hach SL-1000 pH probe.

12. **CHWP** – Continued assisting CHWP with their administrative transition.

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