

**HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF MAY 26, 2020**

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

Meeting opened at 6:10 p.m.

With Sincere sadness we acknowledge Treasurer Andrew Felch passed away May 2nd, 2020

Motion made by Todd Smith seconded by Michael Jache to have Scott Ewing fill the Treasurers position for the remaining term. Delegation form signed by Scott

Motion made by Michael Jache seconded by Russell Pelletier to accept minutes for April 28th meeting.

Treasurer’s Report:

Cleared balance as of April 2020: \$17,850.69

3 Uncleared transactions of \$3,920.75 leaving a Register balance \$ 13,929.94

NHPDIP balance: \$109,817.58 int: 83.94

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

Collector’s Report: March

Month opened with \$20,324.63 due,\$0.00 backdated items \$ 228,332.87 quarterly billing, \$0.00 final bills, \$ 102,273.96 collections \$4,743.37 misc. \$0.00 refund, \$0.00 return check \$ 71.00 adjustments, \$0.00 penalties, leaving \$151,055.91

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 Quarry
6. Training
- 7 Planning &Construction
8. Mapping & GIS
9. Pump House/Scada Improvements
10. Cross-Connection Control
11. Misc. Field Projects

12. In Memoriam-Treasurer Andy Felch passed away May 2nd after many years of kind and generous service.

13. CHWP

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

Kent Brown and Kevin French from Brown Engineering gave presentation re: South Well/ Pine Street

BJ to be in contact with Kevin re: 3 properties

Attorney Report:

Discussion regarding Eversource easement and Pike Industries

Pike- lease up 2021

\$18,000 or \$25,000/month & bond

Old Business:

New Business:

Motion made by Michael Jache seconded by James O'Brien to approve the Fixed Asset Policy. Vote taken. All approved.

Todd Smith left meeting at 7:30

Motion to extend meeting made by Michael Jache

Discussion and approval to waive charging late fees June 5th on the May billing

Discussion and Board willing to review future proposal from water haulers re: rates/ total amounts to be pulled for the season

Mike Heidorn made presentation re: Bow study

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 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 8:13 Motion made by Michael Jache seconded by James O'Brien

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

May 26, 2020

1. **Misc. Admin.** – Addressed miscellaneous customer service requests, processed payroll/bills and completed minor website updates. Prepared draft Fixed Asset Policy and finalized submittal of CY2019 audit documents. Normal in-office hours and field operator on-call rotations have resumed, though the office remains closed to the public due to the coronavirus pandemic. Processed final pay requests for release of retainage to contractors on the SRF loan tank construction project completed last year.
2. **Bills/Financials** – May 26th P&L statement shows estimated 2020 operating revenues at \$556K (or 41%) and expenses at \$432K (or 39%) at 40% of the way through the CY20 budget. Balances as of May 26th are TD account = \$27K and PDIP account = \$110K. A detailed summary of financial and other impacts related to the Covid-19 crisis was provided on May 20th; the pandemic in concert with other financial factors has strained resources but continued prudent oversight should carry us through to the next quarter.
3. **Water Quality** – Routine May testing nearly completed; bacteria = absent and distribution = pending. Distributed CY19 Consumer Confidence Report and submitted associated Notification to NHDES. Nearly completed with spring hydrant flushing; accomplished without incident despite coronavirus sensitivity.
4. **Water Use/Diversion** – Water usage is seasonally increasing. Up to 2,000 GPM was diverted from Brickyard Brook to the pond from May 14th to May 18th; the pond has been topped off.
5. **Pike Quarry** – Temporary legal solution to the blasting impasse was reached on Apr. 30th with Pike agreeing to previously established standards for at least 30 days and hiring outside assistance to further evaluate blast design. Blasts were completed on Apr. 29th, May 1st, May 11th, May 12th, May 15th, May 19th and today. Blast designs were modified this month under the guidance of Mr. Tim Rath and with one exception met our acceleration criterion of <0.09g. Ongoing coordination with GeoInsight and Atty. Branch re: Pike response. Pike recently hired Vibra Tech to complete geophysical studies and share the results with GeoInsight.
6. **Training** – Staff attended NHDES *COVID-19 Community Water System Operators Conference Calls* on May 6th and 13th. Mike attended the AWWA webinar on *COVID-19's Financial Impact on Water Utilities* on May 15th and the Master Meter webinar *Unlocking The Value Of Smart Metering For Water Utilities* on May 21st. Matt attended the GSRWA webinar *Ultrasonic Metering & Intelligent Hydrants* on May 12th.
7. **Planning & Construction** – Misc. coordination re: proposed sewer pump station. Completed HVWP water system capacity/demand study complementing the Bow interconnection study in conjunction with Lewis Engineering; submitted to Bow on May 8th. Received notice of award of NHDES energy audit grant.
8. **Mapping & GIS** – Finalizing the Asset Management Plan for the May 31st deadline. Met with Brown Engineering re: North Well Entrance boundary survey results on May 7th.
9. **Pump House/SCADA Improvements** – EII finalized wiring at East/North Stations. New meter installed at East Station; this is the last of the meter replacements to modernize our source meter “fleet.” Some chemical feed pump maintenance work completed at the East/South Stations. The North Well was reactivated after extensive flushing due to elevated iron levels; iron back to “normal” (0.3 – 0.5 ppm or so).
10. **Cross-Connection Control** – Miscellaneous coordination; began spring testing.
11. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 6 installed this month and total so far = 571. Shutoffs, finals and bacteria samples completed as needed. Assisted DPW with hydrant replacement at the highway barn on April 28th.

12. **In Memoriam** – Treasurer Andy Felch passed away May 2nd after many years of kind and generous service.
13. **CHWP** – Continued assisting CHWP with their administrative transition.

APPROVED