

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

Present at the meeting were: Commissioners – Chairman Todd Smith, Michael Jache, Anthony Amato, 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 James O’Brien seconded by Anthony Amato to accept minutes for June meeting.

Treasurer’s Report:

Cleared balance as of June 2020: \$104,251.07
2 Uncleared transactions of \$3,416.74 leaving a Register balance \$ 101,147.48
NHPDIP balance: \$109,940.84 int: 54.63

Report accepted as presented by Jim O’Brien seconded by Anthony Amato

Collector’s Report: July

Month opened with \$43,494.02 due,\$0.00 backdated items \$0.00 quarterly billing, \$1,059.90 final bills, \$ 39,521.99 collections \$11,044.00 misc. \$0.00 refund, \$ 438.95 return check \$ 152.40 adjustments, \$0.00 penalties, leaving \$16,362.48.

Report accepted as presented by James O’Brien seconded by Anthony Amato

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 James O’Brien seconded by Anthony Amato

Attorney Report:

Discussion regarding Pike Industries lease and blasting near tank
BJ to set up meeting with current Committee for both Water Precincts.

Old Business:

New Business: Motion made by Jim O'Brien seconded by Michael Jache to implement the 12% late fee on the quarterly balance or \$35.00, whichever is higher. Notification to appear on 11/1/2020 quarterly bill and effective date as of 1/1/2021. Vote taken All approved.

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 Anthony Amato seconded by Mi 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 7:03 Motion made by Michael Jache seconded by Anthony Amato

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT

August 25, 2020

1. **Misc. Admin.** – Addressed miscellaneous customer service requests, processed payroll/bills and completed minor website updates. Nancy is researching how to improve online payment options.
2. **Bills/Financials** – Aug. 24th P&L statement shows estimated 2020 operating revenues at \$1.01M (or 75%) and expenses at \$733K (or 54%) at 65% of the way through the CY20 budget. Balances as of Aug. 24th are TD account = \$195K and PDIP account = \$151K; note that \$100K was transferred from TD to PDIP this week. Receipts from the August billing are allowing us to continue “turning the corner” on cash flow.
3. **Water Quality** – Routine August testing completed; bacteria = absent and distribution = normal.
4. **Water Use/Diversion** – Water usage remains seasonally elevated, and pond, stream and well levels are seasonally low. We remain in a drought which has been upgraded to “severe” but conditions remain better than in 2016. We continue to monitor well levels and make 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 July 29th and August 12th, 17th and 19th. The horizontal accelerations were <0.09g. No other communications have been received from Pike.
6. **Training** – Mike and Dennis attended the NHWWA Construction Field Day in Merrimack on July 29th.
7. **Planning & Construction** – Misc. coordination and correspondence re: startup of 2020 construction season at Phase 1B-2B at University Heights and setup of engineering review escrow for University Commons site plan. Initial field recon and historical research re: LaValley farm stand service request. Coordination re: possible service upgrade at former Merrimack Heights; able to upgrade meter as a result.
8. **Mapping & GIS** – Initiated hydraulic modeling project with Tata & Howard.
9. **Pump House/SCADA Improvements** – Arranged to acquire boulders from American Legion and placed them at entrance to North Station; removed worn-out materials at entrance and cleared entrance to station. Scheduled repairs to all remaining damaged fencing/gates. Met with EII on Aug. 7th re: working on quote to update PLC at Booster Station. Misc. repairs to chemical feed systems. Began to strip/paint all doors.
10. **Cross-Connection Control** – Continued “spring” testing. Identified two new cross connections.
11. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 23 installed this month and total so far = 655. Shutoffs, finals and bacteria samples completed as needed. Installed last hydrant extension at upper University Circle at request of FD. Continued repainting hydrants. Continued mowing and brush cutting. Ordered and accepted chemical deliveries. Hach SL-1000 returned back from factory and back in service. Replaced hydrant on Cyr Dr. Met with Webster Woods and Leighton White (contractor) re: two upcoming digs (hydrant at Merrimack/Dundee and main at RT3/Ash St.). Investigating possible stolen water issue.
12. **NHDES Sanitary Survey** – Triennial survey completed today with NHDES.

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