

**HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF SEPTMEBER 29, 2020**

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

Meeting opened at 6:00 p.m.

Motion made by Michael Jache seconded by Russell Pelletier to accept minutes for August meeting.

Treasurer's Report:

Cleared balance as of August 31, 2020: \$168,257.63
10 Uncleared transactions of \$18,203.15 leaving a Register balance \$ 150,154.48
NHPDIP balance: \$250,996.16 int: 23.12

Report accepted as presented by Michael Jache seconded by Anthony Amato

Collector's Report: July

Month opened with \$140,938.39 due,\$0.00 backdated items \$0.00 quarterly billing, \$750.22 final bills, \$ 108,205.78 collections \$11,513.62 misc. \$0.00 refund, \$ 390.45 return check \$ -4,545.00 adjustments, \$0.00 penalties, leaving \$40,841.90.

Report accepted as presented by Michael Jache 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

Report accepted as presented by Michael Jache seconded by Anthony Amato

Attorney Report:

Old Business:

New Business:

Discussion re: Water line on Manor Drive to HVWP Tank

Discussion re: Pike

Motion for Housekeeping made by Anthony Amato seconded by Russell Pelletier 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 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 6:58 Motion made by Anthony Amato seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

September 29, 2020

1. **Misc. Admin.** – Addressed miscellaneous customer service requests, processed payroll/bills and completed minor website updates. Nancy, Mike and Commissioner Jache continued researching how to improve online payment options. Confirmed that \$4K surplus “refund” from Health Trust will be received in CY20. Successfully resolved stolen water issue on Hooksett Road, collecting \$3,350 in lost revenue. Began comprehensive cleanup of billing system fields (account #s, street names/#s, owners) for improved consistency in naming/sorting/searching/tracking, with a special focus on residential complexes, as well as identical owners/streets spelled two or three different ways. Continued assisting CHWP with administrative transition, including several office visits and a PCC meeting on Sept. 11th.
2. **Bills/Financials** – Sep. 28th P&L statement shows estimated 2020 operating revenues at \$1.02M (or 76%) and expenses at \$814K (or 60%) at 74% of the way through the CY20 budget. Balances as of Sep. 28th are TD account = \$180K and PDIP account = \$251K; note that \$85K was transferred from TD to PDIP this week.
3. **Water Quality** – Routine September testing completed; bacteria = absent and distribution = normal.
4. **Water Use/Diversion** – Water usage has begun to seasonally decline, 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 Sept. 2nd, 9th, 15th and 22nd. The horizontal accelerations were <0.09g. A report on blasting-induced ground vibration effects was received from Pike’s consultant (VibraTech). The report attempts to define alternative vibration criteria and is under review by GeoInsight.
6. **Training** – Mike/Matt/Dennis/Gary attended the GSRWA Trench Safety webinar Sept. 1st. Mike/Matt/Dennis attended the NEWWA Water Main Disinfection webinar on Sept. 17th.
7. **Planning & Construction** – Misc. coordination and correspondence re: 2020 construction season at Phase 1B-2B at University Heights (including successful pressure test and disinfection of water main at intersection of upper University Cir./Crawford Ln.); engineering review for University Commons site plan; LaValley farm stand service request; service upgrade at former Merrimack Heights; Donald St. service improvements; and Riverside St. Sewer Pump Station construction delays. Mike attended Sept. 18th TRC meeting re: former Ritchie Bros. and Supreme Industries redevelopment sites; new owners plan to construct 600K sq ft warehouses with accessory buildings on each site. Mike and Chair Smith attended Sept. 3rd meeting with Town of Bow re: status of interconnection feasibility study. Mike and Matt met with R. Corriveau of Manchester S&G to review public/private main ownership concerns on Manor Dr. Contract to recoat Manor Dr. Tank was signed; recoating is needed for compliance purposes based on inspections.
8. **Mapping & GIS** – Hydraulic modeling project underway with Tata & Howard. Mike, Matt and Nancy have been collecting and providing T&H with water system data and statistics as requested.
9. **Pump House/SCADA Improvements** – EII is programming the new PLC for the Booster Station. Finished stripping/painting all pump house doors. Received draft Energy Evaluation for the pump stations from Process Energy Services, LLC as part of the NHDES asset management grant project.

10. **Cross-Connection Control** – Finalized “spring” testing with two exceptions. Continued enforcement action re: 2019 sanitary survey violation at Country View Apartments.
11. **Misc. Field Projects** – Responded to various mark-out and customer requests, including oversight of emergency service repair at 3 Manor Drive on Sept. 1st. Continued to investigate anomalous meter/backflow situations (including the identification of yet another long-standing historical stolen water situation this week, this time on Main St.) and install new meters; 31 installed this month and total so far = 686. Shutoffs, finals and bacteria samples completed as needed. Finished repainting hydrants. Continued mowing and brush cutting. Ordered and accepted chemical deliveries. Repaired damaged siding with flashing inserted to left of double door entrance to office. Resolved major, long-standing mystery about poor water flow in the Webster Woods/Granite St. area; weeks of research resulted in the detection of a gate valve lost for many years; this closed valve is now open significantly improving flow and quality – this is a major win for residents in this area and a proud moment for our field crew. The crew also finalized their historical research on the LaValley Farm service request, resulting in the location of more lost valves and mains in the Webster Woods area.

APPROVED