

**HOOKSETT VILLAGE WATER PRECINCT  
MINUTES OF NOVEMBER 24, 2020**

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

Meeting opened at 6:00 p.m.

Jenna R./Tata & Howard-Discussion Thompson Corner tank-DES & Hydraulic model

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

**Treasurer’s Report:**

Cleared balance as of October 31, 2020: \$142,360.00  
2 Uncleared transactions of \$285.50 leaving a Register balance \$142,645.50  
NHPDIP balance: \$256,042.14 int: 16.51

Report accepted as presented by Michael Jache seconded by Russell Pelletier

**Collector’s Report: July**

Month opened with \$21,604.19 due, \$-293.85 backdated items \$390,882.54 quarterly billing, \$586.20 final bills, \$ 230,801.37 collections \$6,495.00 misc. \$0.00 refund, \$ 0.00 return check \$ -50.50 adjustments, \$0.00 penalties, leaving \$188,422.21.

Report accepted as presented by Michael Jache 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. DES Sanitary Survey
13. Vehicles

Report accepted as presented by Michael Jache seconded by Russell Pelletier

**Attorney Report:**

Discussion re: Pike blasting

Discussion re: Boundaries

**Old Business:**

**New Business:**

Mike H. presentation re: 2021 Budget

Motion made by Mike Jache for 2021 budget seconded by Russell Pelletier total \$ 1,369,191.00. And to adopt CIP, rate schedule and wage schedule. Vote taken All Approved.

Motion for Housekeeping made by Michael Jache 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 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 7:21 Motion made by Michael Jache seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

# HVWP SUPERINTENDENT'S REPORT

November 24, 2020

1. **Misc. Admin.** – Addressed miscellaneous customer service requests, processed payroll/bills and completed minor website updates. Finished and sent out Nov. 1<sup>st</sup> billing. Meeting of PCC w/CHWP on Nov. 13<sup>th</sup>.
2. **Bills/Financials** – Nov. 23<sup>rd</sup> P&L statement shows estimated 2020 operating revenues at \$1.46M (or 107%) and expenses at \$1.1M (or 81%) at 89% of the way through the CY20 budget. Balances as of Nov. 23<sup>rd</sup> are TD account = \$105K and PDIP account = \$256K. Continued CY2021 budget preparation, including CIP.
3. **Water Quality** – Routine November testing completed; bacteria = absent and distribution = normal. Testing also included VOCs, SOCs and NO<sub>3</sub>; all of the compounds were “not detected.”
4. **Water Use/Diversion** – Water usage continues to seasonally decline, and pond, stream and well levels remain seasonally low. We remain in a serious drought despite recent rains (approximately 3.9” in October and 1” in November so far). However, according to NHDES forecasts call for above normal precipitation and improving drought conditions in the coming weeks and months. We continue to monitor well levels and make operational adjustments as needed. Outdoor watering restrictions are not likely to be effective now as irrigation season is nearly over. Indoor conservation information was distributed with the November bills. The diversion was opened briefly on Nov. 16<sup>th</sup> and was reopened today in accordance with our permit.
5. **Pike Quarry** – Blasts have ceased for the season. No response to GeoInsight’s Request for Information has still been received from Pike. A murky discharge was observed in the brook today.
6. **Training** – Mike attended the virtual NEWWA Water Resources Symposium on Oct. 28<sup>th</sup> and the online NEWWA IT & Asset Management Symposium from Nov. 4<sup>th</sup> – 5<sup>th</sup>.
7. **Planning & Construction** – Misc. coordination and correspondence re: Phase 1B-2B construction at University Heights; same plus an on-site meeting on Nov. 3<sup>rd</sup> for University Commons.
8. **Mapping & GIS** – Hydraulic modeling project nearing completion with Tata & Howard. Preliminary modeling results were reviewed. Matt and Dennis collected additional field flow test data to calibrate the model. A one-week in-field simulation with the old tank off-line was completed. Data were evaluated.
9. **Pump House/SCADA Improvements** – EII programmed the new PLC for the Booster Station; also provided estimate for completing thermostats and PLC integration at all stations. Met with NHDES, Process Energy Services, LLC, Eversource and Liberty Gas on Nov. 16<sup>th</sup> to review Energy Audit for the pump stations.
10. **Cross-Connection Control** – Fall testing nearing completion. Several failed tests under enforcement.
11. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 12 installed this month and total so far = 729. Shutoffs, finals and bacteria samples completed as needed. Abandoned old services for 1 and 3 Donald St. at Cyr Dr. on Nov. 4<sup>th</sup>. Responded to main break (rotted abandoned blowoff saddle) at end of Dale Rd. related to Town paving project on Oct. 29<sup>th</sup>. Coordination and checkups re: gate box reparations on aforementioned paving job. Finished fall hydrant flushing and pump-outs. Oversaw night dig of new 6” service at 502

West River Rd. on Oct. 27<sup>th</sup> and completed extensive pre-planning and subsequent oversight and assistance.

12. **DES Sanitary Survey** – Met with NHDES and Tata & Howard on Nov. 18<sup>th</sup> to discuss the Significant Deficiency at the old tank and next steps. Results of recent field testing and voluntary proactive hydraulic modeling undertaken as an outgrowth of our asset management project were discussed. Possible funding mechanisms and deadlines were considered. Mike to follow up with email to NHDES re: action plan next week. Matt and T&H made site visit to Vista Drive area Nov. 20<sup>th</sup> to evaluate directional drill approach. NHDES suggested packaging that project with the old tank would score well with the SRF program.
13. **Vehicles** – Continued repairs to the Hybrid led to its trade-in and replacement this month. Prior to replacement, repair history and leasing options were evaluated. Replacement was deemed the most cost-effective option, and a significant municipal discount was applied.

APPROVED