

HOOKSETT VILLAGE WATER PRECINCT

MINUTES OF August 28, 2018

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

Meeting opened at 6:58 p.m.

Motion made by Anthony Amato seconded by Russ Pelletier to accept minutes for the July 2018 meeting.

Representatives from Webster Woods and Lafond Ave came to discuss quarterly hydrant fees and the possibility of lowering the fee as the Town pays less per hydrant than the private assocations. The board to have further discussions.

Treasurer's Report:

Cleared balance as of July 2018: \$47,754.30

18 Uncleared transactions of \$ 28,686.56 leaving a Register balance \$19,067.74

NHPDIP balance: \$46,547.47 Int: 281.27

Report accepted as presented by Mike Jache seconded by Jim O'Brien

Collector's Report:

Month opened with \$2,895.23 due previous; \$5,528.10 due current,\$ 135.00 backdated items \$ 229,005.05 quarterly billing, \$862.85 final bills \$0.00 prev year collections, \$94,415.71 current year collections \$2,520.00 misc. \$0.00 refund, \$50.00 return check \$ - 45.00 adjustments, \$0.00 penalties, leaving \$ 2,895.23- prev year, \$ 143,640.29 –current yr. = \$146,535.52

Report accepted as presented by Tony Amato seconded by Mike Jache

Superintendent's Report:

1. Misc. admin
2. Bills/Financials
3. Water Quality
4. Water Use/diversion
5. New Tank
6. Training
- 7 Planning &Construction
8. Pump House Improvements
- 9.. Cross-Connection Program
10. Misc. Field Projects

Report accepted as presented by Mike Jache seconded by Tony Amato

Attorney Report:

Old Business:

Tank Discussion

Audit discussion-Mike H. to address the comments by auditors.

New Business:

Motion for Housekeeping made by Tony Amato seconded by Mike Jache at 7:59

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 Tony Amato seconded by Mike Jache 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 7:59 pm. Motion by Tony Amato seconded by Mike Jache

Respectfully submitted by: Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT

August 28, 2018

1. **Misc. Admin.** – Completed August billing. Continued backflow test/permit billing. Addressed miscellaneous customer service requests. Reviewed status of work associated with CY2017 audit recommendations. Met with Sewer Dept. accountant to review alternative rate increase approach. Met with Weston & Sampson to discuss future engineering work and capabilities of their firm.
2. **Bills/Financials** – August 27th P&L statement shows estimated 2018 operating expenses at \$581K (or 54%) and revenues at \$760K (or 71%) at 65% of the way through the CY18 budget. As the August receipts are deposited, our cash flow strength will continue to improve.
3. **Water Quality** – August testing completed; results satisfactory. Continuing to update calibration protocols (met w/Hach on 8/6) and improve daily chemical feed system adjustments to optimize water chemistry.
4. **Water Use/Diversion** – Water usage remains elevated but in the anticipated range due to irrigation. The threat of imminent drought is gone for the time being. In fact, pond and well levels increased a few feet in August as a result of precipitation and associated activation of our brook diversion.
5. **New Tank** – The Precinct coordinated, hosted and presented project details at a visit by the NH Water Works Association to the tank site on 8/1; the visit was well-attended, appeared to be well-received and garnered some positive press (attached FYI). Rep. Kotowski attended the NHWWA event and submitted a letter of support for our Phase 2 Trust Fund grant application. Construction of Phase 1 continues; the building foundation is complete and pipe-laying is scheduled to begin soon. Reviews of shop drawings and material specifications are nearing completion. The first pay request (~\$94K) for construction was successfully processed; contractor has been paid and an escrow account was set up for retainage. Coordination of the handoff from Erin Lambert to Jim Vernon at Nobis was completed and things appear to be running smoothly. A construction schedule was generated and passed along to our Board. Began completion of Loan Amendment Application as requested by DES to update the project completion schedule. Mike met with Pichette, Lewis Engr. and GeoInsight at the site on 8/27 to review possible soil settling issue. Mike also met with Utility Service Co. re: getting a second quote on old tank rehab and possible tank inspection.
6. **Training** –Mike viewed a water conservation webinar on 8/7. Gary/Tony attended NHWWA tour on 8/1.
7. **Planning & Construction** – Continued coordination on Lilac Bridge re: completion of as-builts; the contractor has sued the Town over non-payment and the Town has countersued, presumably over the disagreement on the appearance of the north span. Continued coordination with MSG re: cell antennae proposals for North Tank. Completed very extensive and very expedited review of Phase 1 of the 39 Hackett Hill Road (Ritchie Bros. site) proposal to meet their 8/27 deadline; conditional approval issued 8/27. Continued coordination on possible river crossing associated with Sewer Dept. project.
8. **Pump House Improvements** – South station improvements continue; hope to bring back on-line in September, delayed due to discovery of meter socket issue and subsequent repairs and coordination with Eversource. Ongoing coordination with A/D re: overall concept and cost for tying together new SCADA.

9. **Cross-Connection Program – Spring testing and test failure follow-up nearing completion with DSG/Josh/Dennis. Also continuing resolution of non-compliant irrigation systems observed during testing.**
10. **Misc. Field Projects – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters. Shutoffs, finals and bacteria samples completed as needed. Began construction of road signs for posting in quarry as required by FD. Coordinated deliveries of phosphate, soda ash and chlorine. Began cutting grass at stations/hydrants/office. Loamed/graded/seeded south side of office. Investigated ongoing office rodent issue and identified likely source.**

APPROVED