

HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF December 18th, 2018

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

Meeting opened at 7:00 p.m.

Motion made by Mike Jache seconded by Tony Amato accept minutes for the November 2018 meeting.

Treasurer's Report:

Cleared balance as of Nov 30, 2018: \$89,757.95
11 Uncleared transactions of \$ 25,113.50 leaving a Register balance \$ 64,644.45
NHPDIP balance: \$46,870.86 int: 84.22

Report accepted as presented by Tony Amato seconded Jim OBrien

Collector's Report:

Month opened with \$2,895.23 due previous; \$123,407.65 due current,\$ 0.00 backdated items \$ 0.00 quarterly billing, \$267.35 final bills \$0.00 prev year collections, \$111,302.48 current year collections \$6,055.00 misc. \$0.00 refund, \$0.00 return check \$ -48.00 adjustments, \$5,490.00 penalties, leaving \$ 2,895.23- prev year, \$ 23,869.52 – current yr. = \$26,764.75

Report accepted as presented by Mike Jache seconded by Tony Amato

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. GIS Mapping
9. Pump House Improvements
10. Cross-Connection Program
11. Misc. Field Projects

Report accepted as presented by Tony Amato seconded by Mike Jache

Attorney Report:

Old Business:

Annual meeting will be 2/26/2019

New Business:

Motion made by Mike Jache seconded by Tony Amato to accept the 2019 budget of \$1,209,610.00. Voice vote taken. All Approved

Motion for Housekeeping made by Tony Amato seconded by Jim O'Brien at 7:45
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 Jim O'Brien 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 7:47. Motion made by Tony Amato seconded by Jim Obrien

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

December 18, 2018

1. **Misc. Admin.** – Addressed miscellaneous customer service requests. Met again w/ Webster Woods to review billing procedures and negotiated a solution to their unique irrigation issue, with a net savings of \$2,700/yr± for WW as referenced in correspondence dated Dec. 11th – 14th. Continued budget preparation and coordination associated with Asst. Supt. position advertising. Coordinated response to request for information re: insurance claim associated with August lightning strike damage at the East Station.
2. **Bills/Financials** – December 3rd P&L statement shows estimated 2018 operating revenues at \$1.06M (or 102%) and expenses at \$916K (or 86%) at 92% of the way through the CY18 budget. TD account is currently at \$83K and \$47K remains in PDIP account; no transfer from TD planned yet due to pending invoices.
3. **Water Quality** – Routine December bacteria testing completed; results satisfactory. Q4 chemical testing of the treated sources is also due and scheduled to be completed this week.
4. **Water Use/Diversion** – Water usage continues at a seasonal low. Pond level remains at capacity. Beginning preparation of annual diversion report to NHDES, due next month.
5. **New Tank** – Propane tank/heater installation and generator startup completed; additional ventilation/CO monitoring under consideration as a result of inspection. The tank floor including the starter ring was constructed, and the floor was successfully poured on Dec. 14th; wall construction begins this week. The fifth pay request (~\$15K) for the construction loan was processed and submitted to NHDES; negotiated conclusion to Change Order #4. A construction progress meeting was completed on Dec. 6th with the project team including NHDES. Coordinated selection of contractor, securing of funds and work kickoff for SCADA setup between new tank and East Station. Met with Nobis Engr. and Lewis Engr. to review and streamline project financial processes.
6. **Training** – Mike attended NHDES/GSRWA asset management class on Dec. 11th. Tony attended NHWWA attended NHWWA operator training on Dec. 13th.
7. **Planning & Construction** – Continued coordination with Sewer Dept. and Legion for boundary line agreement on new lift station; dropped off draft agreement at the Legion on Dec. 17th. Continued discussion with Town Engineer about status, schedule and costs of the roundabout project. Completed onsite meeting with our inspector to review status of University Heights Phase 1B-2B construction.
8. **GIS Mapping** – Prepared and submitted an asset management grant application to NHDES on Nov. 30th; preliminary response from NHDES has been favorable. Grant will include GIS mapping.
9. **Pump House Improvements** – Completed final flushing/disinfection and activation of wells at South station. Problems with pH testing/calibration/programming have delayed bringing the wells fully back online; pH troubleshooting ongoing. Collecting quote for lighting and residual switch work.
10. **Cross-Connection Program** – Fall 2018 test failure follow-up ongoing. Repairs and retest at CD Boiler remain outstanding. Memorial School and Countryview passed their post-repair retests.
11. **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. Completed post-flushing hydrant checks; school hydrant scheduled for repair this week. Repaired gate to easement at 9 Post Rd. Completed

semi-annual generator maintenance. Investigated location of buried/frozen/possibly damaged curbs for new construction at 7 Manor.

APPROVED

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