

HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF February 27th, 2018

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

Meeting opened at 7:18 p.m.

Motion made by Tony Amato seconded by Jim O'Brien to accept minutes for the January 30th meeting.

Treasurer's Report:

Cleared balance as of January : \$80,875.85
20 Uncleared transactions of \$13,640.00 leaving a Register balance \$ 67,235.85
NHPDIP balance: \$18,286.02 Int: 19.82
Report accepted as presented by Tony Amato seconded by Jim Obrien

Collector's Report:

Month opened with \$2,895.23 due previous; \$0.00 due current, 295.00 backdated items \$ 181,696.12 quarterly billing \$251.58, final bills \$0.00 prev year collections \$118,062.18 current year collections \$650.00 misc. \$0.00 refund \$118.00, return check \$ -30.00 adjustments \$ penalties, leaving \$ 3,190.23- prev year, \$ 64,623.52–current yr. = \$67,813.75
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. New Source
7. CIP/Budget
8. Training
- 9 Planning &Construction
10. Pump House Improvements
11. Cross-Connection Program
12. Misc. Field Projects
13. Vehicles

Report accepted as presented by Tony Amato seconded by Jim O'Brien

Attorney Report:

Old Business:

New Business:

Motion made by Tony Amato seconded by Jim O'Brien to withdraw \$35,000.00 out of the HVWP Truck Trust Fund. Vote taken All approved.

Motion made by Tony Amato seconded by Jim O'Brien to withdraw \$25,000 from the HVWP Tank Maintenance Trust Fund. Vote taken. All approved.

Motion for Housekeeping made by Tony Amato seconded by Jim O'Brien at 8:06
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 8:06 pm. Motion by Jim O'Brien seconded by Tony Amato

Respectfully submitted by: Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

February 27, 2018

- 1. Misc. Admin. – Received notice of Karen's pending move to FL; with her assistance, identified and interviewed two candidates for her replacement. Newsletter prepared and distributed with Feb. bills. Continued coordination of transition to Health Trust medical and dental insurance. Addressed miscellaneous customer service requests and assisted with detailed evaluation of 2017 water usage/account info.**
- 2. Bills/Financials – February 26th P&L statement shows estimated 2018 expenses at \$149K (or 13.9%) and 2018 revenues at \$240K (or 23%) at 15.6% of the way through the proposed CY18 budget. TD Bank account is sitting at \$100.5K and another \$67K in receipts is anticipated from February billing.**
- 3. Water Quality – February testing completed; results satisfactory.**
- 4. Water Use/Diversion – Water usage is normal for mid-winter; pond has been topped off thanks to higher than normal brook flows. Troubleshooting of flow monitoring completed; removed flow meter again and sent to Hach for further analysis. Submitted annual DES diversion report summarizing prior year's activities related to the brook and pond. Also submitted 4th quarter (2017) water use report to DES, and coordinated correction to 3rd quarter report with DES. In addition, began detailed preparation of 2017 DES water balance report (goal $\leq 15\%$) and triennial DES water conservation compliance report.**
- 5. New Tank – Received DOT Use & Occupancy approval for I93 crossing. Ongoing coordination and meetings with Lewis Engr., Brown Engr., Bill Norton, DOT, Eversource, legal counsel and Alden Beauchemin re: finalizing plans, easements and approvals. Met with Statewide and Lewis re: tank specs. Prepared and submitted plans to Town Council for 2/28 meeting. Preparing plans for Planning Board and DES review. Lewis currently estimates bid package will go to DES for review in March; ready to bid by April-ish.**
- 6. New Source – Pending.**
- 7. CIP/Budget – Paperwork associated with follow-up to budget committee approval was processed.**
- 8. Training – Dennis attended a chem feed pump class on February 14th.**
- 9. Planning & Construction – Coordination re: Lilac Bridge winter shutdown. Continued coordinating with J. Larrabee and TFM re: Hackett Hill main extension; attended TRC meeting for former Ritchie Bros. parcel preliminary plans, also met with Hiltz re: possible main routes. Meetings with Alden B. and new owner of 191 W. River Rd re: development plans and water-related considerations for the Exit 10-11 RT3A corridor.**
- 10. Pump House Improvements – Designing and scheduling the South station improvements; well cleaning and repair with Maher coming up in March. Ongoing troubleshooting re: alarm callout anomalies.**
- 11. Cross-Connection Program – Initiated 2018 agreement. Inspected/tested backflow improvements at Cigna.**
- 12. Misc. Field Projects – Priority meter change-outs continued; approx. 296 of the new models installed to date. Responded to various mark-out and customer requests and**

continued to investigate anomalous meter/backflow situations. Shutoffs and finals completed as needed. Coordinated chemical deliveries for soda ash, phosphate and Cl. Gas valve assembly for generator at booster station repaired. Responded to water main break at Beauchesne/Albert on Feb. 8th.

13. Vehicles – Completed repairs and annual inspections for van and F350. Collected van replacement quotes.

APPROVED