

**HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF JANUARY 30TH, 2018**

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

Meeting opened at 7:00 p.m.

Motion made by Jim O’Brien seconded by Tony Amato to accept minutes for the December 27th meeting.

Motion made by Jim O’Brien seconded by Tony Amato to accept minutes for the January 9th meeting.

Treasurer’s Report:

Cleared balance as of December 30th : \$135,624.57
Uncleared transactions of \$25,851.42 leaving a Register balance \$ 115,839.20
NHPDIP balance: \$18,266.20 Int: 17.77
Report accepted as presented by Tony Amato seconded by Mike Jache

Collector’s Report:

Month opened with \$15,142.43 due previous; \$0.00 due current, 0.00 backdated items \$ 0.00 quarterly billing \$123.00, final bills \$12,983.80 prev year collections \$0.00 current year collections \$510.00 misc. \$0.00 refund \$103.60, return check \$ 0.00 adjustments \$0.00 penalties, leaving \$ 2,158.63- prev year, \$736.60 –current yr. =-\$2,895.23
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 for Housekeeping made by Tony Amato seconded by Jim O'Brien at 7:34
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 7:34 pm. Motion by Tony Amato seconded by Jim O'Brien.

Respectfully submitted by: Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT

January 30, 2018

1. **Misc. Admin.** – Coordinated expedited agreement with and transition to Health Trust medical and dental insurance. Addressed miscellaneous customer service requests. Finalized CY18 budget committee submittal.
2. **Bills/Financials** – January 29th P&L statement shows estimated 2018 expenses at \$69K (or 6.4%) and 2018 revenues at \$57K (or 5.3%) at 7.9% of the way through the proposed CY18 budget. P&L revenues include the \$31K connection fee for SJB Ph II and the first \$25K lease payment by Pike. TD Bank account is sitting at \$73K and February bills are going out this week; resultant cash flow = sufficient.
3. **Water Quality** – January testing completed; results satisfactory. Reviewed several bills under consideration by the State Legislature re: relevant water quality issues – As, MTBE and perfluorinated compounds.
4. **Water Use/Diversion** – Water usage and pond level are normal for mid-winter. Removed flow meter control unit and sent to Hach for battery replacement. Coordinated and reviewed draft annual DES diversion report.
5. **New Tank** – Pike lease agreement signed on Jan. 4th. DOT meeting on Jan. 9th resulted in elimination of the tee at RT3A proposed for future extension up Hackett Hill Rd. Ongoing coordination with Lewis Engr., Brown Engr., Bill Norton, DOT, Eversource, legal counsel and Alden Beauchemin re: finalizing plans, easements and approvals. Met with Statewide. Need to run finalized plans by Town Engr., Planning Board and Town Council. Also need to continue coordinating with Pike to get site prep initiated.
6. **New Source** – Need to identify Plourde land potential and request permission to drill from Town.
7. **CIP/Budget** – Budget committee meeting completed on Jan. 18th; unanimous approval by committee.
8. **Training** – Josh/Gary/Dennis = EAI class on Jan. 30th; Mike = online asset mgmt. class on Jan. 30th.
9. **Planning & Construction** – Continued coordination re: Lilac Bridge construction; sewer bypass has now been removed and contractor demobilizing until Apr. 1st. 209 W River Rd. plaza expansion completed; water is on to end unit and backflow device was tested. Continued coordinating with J. Larrabee and TFM re: Hackett Hill main extension; JL's purchase of former Ritchie Bros. parcel has changed the discussion. Provided comments on proposed subdivision at 9 Highland to Planning Board.
10. **Pump House Improvements** – Preparing to design and schedule the South station improvements. Ongoing troubleshooting re: alarm callout communications anomalies.
11. **Cross-Connection Program** – Annual report submitted to DES; 346 tests completed in 2017 and no outstanding failures. Scheduled to inspect/test backflow improvements at Cigna later this week.
12. **Misc. Field Projects** – Priority meter change-outs continued; approx. 293 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. Finalized troubleshooting and recalibration of Hach ph/Cl analyzer at East. Ongoing plowing and hydrant clearing. Cleaned pump stations and addressed heaving concrete pad at North. Completed generator maintenance.

13. Vehicles – Coordinated repairs and annual inspections for hybrid and van. Developed CY18 fleet plan.

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