

HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF July 31, 2018

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

Meeting opened at 7:00 p.m.

Motion made by Jim O’Brien seconded by Russ Pelletier to accept minutes for the June 2018 meeting.

Treasurer’s Report:

Cleared balance as of May: 105,009.16
2 Uncleared transactions of \$272.55 leaving a Register balance \$ 104,736.61
NHPDIP balance: \$71,438.18 Int: 56.95
Report accepted as presented by Mike Jache seconded by Jim O’Brien

Collector’s Report:

Month opened with \$2,895.23 due previous; \$13,005.64 due current,\$ 234.15 backdated items \$ 0.00 quarterly billing, \$1,685.65 final bills \$0.00 prev year collections, \$15,887.26 current year collections \$6,722.47 misc. \$0.00refund, \$106.60 return check \$ -105.00 adjustments, \$0.00 penalties, leaving \$ 2,895.23- prev year, \$ 5,528.10 –current yr. = \$8,423.33
Report accepted as presented by Jim O’Brien 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/Interconnection(s)
7. Training
- 8 Planning &Construction
9. Pump House Improvements
10. Cross-Connection Program
11. Misc. Field Projects
12. Vehicles

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

Attorney Report:

Old Business:

Tank Discussion

New Business:

Motion for Housekeeping made by Jim O'Brien seconded by Mike Jache at 7:54

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 7:54 pm. Motion by Mike Jache seconded by Jim O'Brien

Respectfully submitted by: Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT

July 31, 2018

1. **Misc. Admin. – Finalizing August billing. Completed July shutoff procedure and continued backflow test and permit billing. Addressed miscellaneous customer service requests. Finalized CY2017 audit. Our 2017-18 annual achievements and financial summary was submitted to the Town for their annual report.**
2. **Bills/Financials – July 30th P&L statement shows estimated 2018 operating expenses at \$538K (or 50%) and revenues at \$525K (or 49%) at 58% of the way through the CY18 budget. The apparent revenue lag is due in part to the seasonal fluctuation of revenues associated with irrigation.**
3. **Water Quality – July testing completed; results satisfactory. Submitted Q2 DBP report to NHDES. Began testing with Hach SL1000, updated field testing schedule and began discussions w/Hach re: calib. protocols.**
4. **Water Use/Diversion – Water usage remains elevated but in the anticipated range due to irrigation. Flow meter (replacement) and level transducers were installed and staff gauges were re-surveyed. NHDES indicates that “drought conditions are not as severe as they were at this same time of year during the 2016 drought” but may continue through August. NOAA indicates that “drought removal is likely.” Pond and well levels dropped slightly in July but an outdoor watering ban seems unnecessary at this time; will continue to monitor. Our Q2 Water Use Report was submitted to NHDES.**
5. **New Tank – Site plan and road name approval received; 911 address of new tank will be 81 Brickyard Pond Road. Reviewed \$0.75M trust fund grant pre-application for Phase 2 with Rep. Kotowski. Notices of Award were submitted to tank vendor and site work contractor; contracts were signed with each on 7/11. A detailed pre-construction meeting was held with NHDES, the contractors and engineers. Construction of Phase 1 has begun, including clearing of the water main corridor and further grading of the tank site. Shop drawings and material specifications are currently under review, and the first pay request for construction has been received. Erin Lambert has left Nobis; a meeting to coordinate payroll, etc. in her absence was held 7/30. Neil, Mike, Pichette and DBU participated in a coordination meeting with DOT re: directional boring on 7/24. Water main installation and drilling is anticipated to begin by the end of August.**
6. **New Source / Interconnection(s) – N/A.**
7. **Training –Mike and Nancy viewed a webinar on “Handling Confrontational Customers” on 7/9.**
8. **Planning & Construction – Continued coordination and plan review re: University Heights extensions. Final construction meeting re: Lilac Bridge on 7/26; project is finished but Town owes contractor/engineer \$450K±; we need to upgrade the exterior sill-area construction in front of office to accommodate the finish grade associated with the project. Received amendments to proposed Verizon agreement for North Tank antennae.**
9. **Pump House Improvements – South station improvements continue; hope to bring back on-line in August. Ongoing coordination with A/D re: overall concept and cost for tying together new SCADA.**
10. **Cross-Connection Program – Spring testing and test failure follow-up continues with DSG/Josh/Dennis. Also continuing resolution of non-compliant irrigation systems observed during testing.**

- 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 July readings completed as needed. Resumed troubleshooting of tank/well alarm system. Responded to lightning strike at East Station.**
- 12. Vehicles – Hybrid body repairs and cleanup completed.**

APPROVED