

**HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF June 26, 2018**

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

Meeting opened at 7:02 p.m.

Aaron, Jeff Burd ,(eng) Duke (owner) were present to discuss the University Circle Phase 1B/2B and bond requirement. A suggested amount of \$25,000.00 was given to the board. The board would send a written decision after further discussion and a vote to be taken. Aaron, Jeff and Duke left meeting at 7:17.

Motion made by Tony Amato seconded by Jim O'Brien to accept minutes for the May 29th 2018 meeting.

Treasurer's Report:

Cleared balance as of May: 122,181.01

21 Uncleared transactions of \$9,842.93 leaving a Register balance \$ 112,338.08

NHPDIP balance: \$18,352.90 Int: 28.26

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

Collector's Report:

Month opened with \$2,895.23 due previous; \$64,568.38 due current,\$ 390.00 backdated items \$ 0.00 quarterly billing, \$869.25 final bills \$0.00 prev year collections, \$63,466.39 current year collections \$6,925.00 misc. \$120.00 refund, \$113.55 return check \$ -120.00 adjustments, \$3,840.00 penalties, leaving \$ 2,895.23- prev year, \$ 13,239.79 –current yr. = \$16,135.02

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

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 Tony Amato seconded by Mike Jache

Attorney Report:

Old Business:

Tank Discussion

New Business:

Further discussion of the University Phase 1B/2B. Motion made by Jim O'Brien seconded by Tony Amato to decline the \$25,000.00 for the bond. Motion by Jim O'Brien seconded by Tony Amato to counter offer with \$105,000.00 subject to engineering estimate of the construction value. Vote taken All approved.

Nancy Philibotte resigned as Moderator. Chairman Todd Smith accepted.

Mike Jache made a motion at 8:30 seconded by Tony Amato to extend the meeting 10 minutes. All approved.

Motion for Housekeeping made by Tony Amato seconded by Mike Jache at 8:40
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 8:28 pm. Motion by Tony Amato seconded by Jim O'Brien

Respectfully submitted by: Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

June 26, 2018

1. **Misc. Admin. – Completed late fee billing. Addressed miscellaneous customer service requests. Continued backflow billing backflow billing and web site replacement/upgrade. Coordinated Verizon billing corrections.**
2. **Bills/Financials – June 18th P&L statement shows estimated 2018 operating expenses at \$424K (or 40%) and revenues at \$489K (or 46%) at 46% of the way through the proposed CY18 budget.**
3. **Water Quality – June testing completed; results satisfactory. Ordered SL1000 from Hach to improve accuracy/consistency of routine treatment/distribution chemistry testing, plus add conductance screening.**
4. **Water Use/Diversion – Water usage is elevated as irrigation season has begun; pond level is “OK” but continues its seasonal drop. Troubleshooting of flow meter cable completed and cable replacement on its way; should be no charge due to mix-up at Hach. Level transducers scheduled to be re-installed. NHDES indicates that statewide conditions are Abnormally Dry and drought development is likely in 3 months.**
5. **New Tank – Bid package review completed. Low bids totaled more than the approved SRF loan amount; re-evaluation of funding path and negotiations with low bidders completed. Resulting project is phased to allow connection of new tank to existing main on Pinnacle St until such time as funds are raised for completing the second phase, which consists of the new main from Pinnacle St down to RT3A. A detailed \$0.75M grant pre-application was prepared/submitted to NHDES for the second phase. Site plan approval coordination ongoing. Notices of Award to tank vendor and site work contractor are nearly ready to go out.**
6. **New Source / Interconnection(s) – N/A.**
7. **Training –Mike viewed an EPA webinar June 19th on preventive maintenance logs for small systems.**
8. **Planning & Construction – Met with Sewer Dept. re: proposed pump station replacement behind office and river crossing/river test borings. Attended TR meeting re: University Hgts extensions and completed followup coordination re: bonding and review needs prior to construction. Met with developer and contractor at 9 Post Road re: difficult water service installation; completed follow-up documentation and scheduled inspection.**
9. **Pump House Improvements – South station improvements continue; conduit installation nearing completion. Electrical, VFD and chemical feed component installation begins on June 27th.**
10. **Cross-Connection Program – Spring testing and test failure follow-up continues with DSG/Josh/Dennis.**
11. **Misc. Field Projects – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters. Shutoffs and finals completed as needed. Continued coordination with Sprint and Verizon Wireless re: possible tank antennae modifications.**
12. **Vehicles – New van lights completed. Hybrid dropped off for body repairs.**