

HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF March 27th, 2018

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

Meeting opened at 7:01 p.m.

Motion made by Tony Amato seconded by Todd Smith to accept minutes for the February 27th meeting.

Treasurer's Report:

Cleared balance as of February : \$130,332.04
38 Uncleared transactions of \$33,009.71 leaving a Register balance \$ 97,322.33
NHPDIP balance: \$18,305.24 Int: 19.22
Report accepted as presented by Tony Amato seconded by Michael Jache

Collector's Report:

Month opened with \$2,895.23 due previous; \$64,918.52 due current, 227.75 backdated items \$ 0.00 quarterly billing \$538.90, final bills \$ prev year collections \$66,429.29 current year collections \$545.00 misc. \$0.00 refund \$179.60, return check \$ -180.00 adjustments \$4,860.00 penalties, leaving \$ 2,895.23- prev year, \$ 4,204.98–current yr. = \$7,100.21
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/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 Michael Jache

Attorney Report:

Old Business:

New Business:

New Bookkeeper Sarah Marvin, who replaced Karen Casey, entered meeting and was introduced to the Commissioners and Atty. BJ Branch.

Motion made by Tony Amato seconded by Michael Jache to withdraw \$25,000.00 out of the HVWP Repair and Replacement Trust Fund for meters, water main work and related expenses. Vote taken All approved.

Motion for Housekeeping made by Tony Amato seconded by Michael Jache at 8:01 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 Michael 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 8:02 pm. Motion by Tony Amato seconded by Michael Jache

Respectfully submitted by: Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

March 27, 2018

1. **Misc. Admin. – Completed our CY2017 financial audit on March 5th-6th. Hired Sarah Marvin to replace Karen in the Bookkeeper's position; Sarah cross-trained with Karen this month and started on her own this week. Met with loss prevention specialist for Selective Insurance to review risk management policies. Addressed miscellaneous customer service requests. CHWP covered for Nancy while on vacation. Updated software on all computers; completed troubleshooting of upstairs scanner; installed online backup system. Researching web site replacement and upgrade options; current vendor non-responsive.**
2. **Bills/Financials – March 26th P&L statement shows estimated 2018 expenses at \$203K (or 19%) and 2018 revenues at \$246K (or 23%) at 23% of the way through the proposed CY18 budget. Our TD Bank account is sitting at \$139.5K and our PDIP account balance is currently \$18K.**
3. **Water Quality – March testing completed; results satisfactory.**
4. **Water Use/Diversion – Water usage is normal for early spring; pond remains full. Flow meter has been replaced (under warranty) by Hach and is ready to be re-installed. Submitted 2017 annual Water Balance Report (goal ≤ 15%; actual = 7-13%) and triennial Water Conservation Compliance Report to DES.**
5. **New Tank – Ongoing coordination and meetings re: finalizing plans, easements and approvals, including meeting with Pike site manager to review tank site grading and access road relocation. Attended Feb. 28th Town Council meeting and received approval for easement on Town land off of Vista Dr. Attended March 19th PB meeting and received conditional approval for site plan. Completed detailed review of proposed plans and specifications, including March 8th meeting with Lewis Engr. and Nobis Engr. Draft bid package is currently under DES review. Collecting restoration/replacement quotes for old tank.**
6. **New Source / Interconnection(s) – Pending.**
7. **Training – Dennis, Josh and Mike attended a fitting/coupling class on March 1st; Josh and Dennis attended an advanced backflow class on March 21st. Mike participated in a cyber security webinar on March 21st.**
8. **Planning & Construction – Coordination continued re: Lilac Bridge winter shutdown; construction resumed March 19th and water main work tentatively slated to start week of April 9th. Completed comprehensive review of Ritchie Bros. (aka Larrabee) Site Plan and Subdivision Plan, and water-related considerations for the Exit 10-11 RT3A corridor; submitted comments to PB and discussed possible water service with NHDOT.**
9. **Pump House Improvements – Finalizing purchases for and initiating the South station improvements; well cleaning and repair with Maher underway at the South station.**
10. **Cross-Connection Program – DSG contract renewed; spring testing scheduled to resume in April.**
11. **Misc. Field Projects – Responded to various mark-out and customer requests and continued to investigate anomalous meter/backflow situations. Shutoffs and finals completed as needed. Completed generator troubleshooting at the East station. Rebuilt/repared CI, PO4 and soda ash injection systems at the North station. Cleaned all pump stations and trucks. Plowed stations/tanks and shoveled hydrants.**

12. Vehicles – Continued collecting van replacement quotes.

APPROVED