

HOOKSETT VILLAGE WATER PRECINCT  
MINUTES OF October 30th, 2018

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

Meeting opened at 7:07 p.m.

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

**Treasurer's Report:**

Cleared balance as of September 2018: \$115,870.38  
12 Uncleared transactions of \$ 1492.56 leaving a Register balance \$ 114,377.82  
NHPDIP balance: \$46,703.12 Int: 76.86

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

**Collector's Report:**

Month opened with \$2,895.23 due previous; \$18,846.19 due current,\$ 21,741.42 backdated items \$ 0.00 quarterly billing, \$4,345.90 final bills \$0.00 prev year collections, \$23,330.65 current year collections \$6,739.00 misc. \$0.00 refund, \$700.70 return check \$ -85.00 adjustments, \$0.00 penalties, leaving \$ 2,895.23- prev year, \$ 7,216.14 – current yr. = \$10,111.37

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

**Superintendent's Report:**

1. Misc. admin
2. Bills/Financials
3. Water Quality
4. Water Use/diversion
5. New Tank
6. Training
- 7 Planning &Construction
8. GIS Mapping
9. Pump House Improvements
10. Cross-Connection Program
11. Misc. Field Projects

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

**Attorney Report:**

**Old Business:**

Budget meeting at Precinct November 13, 2018 6:30 to discuss first draft

**New Business:**

Motion for Housekeeping made by Jim O'Brien seconded by Tony at 7:53

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 Jim O'Brien seconded by Tony Amato 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 7:55. Motion made by Tony Amato seconded by Jim O'Brien

Respectfully submitted by : Nancy Philibotte

APPROVED

# HVWP SUPERINTENDENT'S REPORT

October 30, 2018

1. **Misc. Admin.** – Addressed miscellaneous customer service requests. Coordinated further with P&S re: clarifying the CY2017 audit recommendations. Continued preparation of detailed web site upgrade. Completed October meter readings and November bills. Reviewed QB tracking of escrow accounts.
2. **Bills/Financials** – October 29<sup>th</sup> P&L statement shows estimated 2018 operating revenues at \$808K (or 76%) and expenses at \$817K (or 77%) at 83% of the way through the CY18 budget. November bills (going out today) shall bring minimum total revenue for CY18 to 99.5% of projected budget. TD account has been drawn down to \$15K but \$46K remains in PDIP account; no transfer planned yet due to pending receipts.
3. **Water Quality** – Routine October bacteria testing completed; results satisfactory. Triennial lead/copper testing completed; preliminary results suggest that while traces of each have been observed, no levels exceeding applicable standards are present. Considerable coordination was required to implement the lead/copper sampling, and updated notification/certification criteria are in the process of being addressed. In addition to the required elements, additional voluntary efforts were made to highlight lead-in-water issues. Those efforts included (a) addition of fact sheet to billing; (b) collection of additional, voluntary lead samples; and (c) outreach to Memorial School and three daycares including an offer of sampling assistance.
4. **Water Use/Diversion** – Water usage continues its seasonal decline. Brook diversion may be reactivated this week to top off pond in accordance w/ our DES permit; pond level remains near capacity.
5. **New Tank** – Additional information regarding our Phase 2 Trust Fund grant application was obtained from NHDES, perhaps providing some guidance for next year's application. Construction inspection of Phase 1 continues; old and new mains on Pinnacle St. have been tied together and an additional tie-in between the old and new mains on Vista Dr. is planned for this week. The latter incurred a \$15K change order but appeared prudent given the uncertainty over Phase 2. The tank foundation ringwall was formed, poured and covered last week. Landscaping improvements were coordinated between I93 and Pinnacle St. at no additional cost. The third pay request (~\$378K) for construction was successfully processed. A construction progress meeting was held at the office on Oct. 11<sup>th</sup> with project team including NHDES. New water main was flushed and disinfected twice by HVWP; awaiting final bacteria test results before finalizing main construction.
6. **Training** –Mike attended NEWMOA Data Collection workshop on Sept. 26<sup>th</sup> and UMass Soils/Water conference PFAS workshops Oct. 15/16<sup>th</sup>. Mike/Gary attended NHDES DW Expo on Oct. 25<sup>th</sup>.
7. **Planning & Construction** – Received and reviewed Lilac Bridge as-builts and maintenance plan; coordinated maintenance contract with Swett by partnering with Sewer Dept. and completed initial inspection on Oct. 15<sup>th</sup>. Continued coordination with Sewer Dept. and Legion for boundary line agreement on new lift station. Coordinated with developer for 15 Highland (new lot) and oversaw installation of new service. Met with Suez on Oct. 23<sup>rd</sup> to review results of old tank inspection and proposal for repair/maintenance of tank. Inspection of University Heights Phase 1B-2B project continues w/assistance from R. Blackwelder.
8. **GIS Mapping** – Met with Brown Engr. and GSRWA to review options and approaches to working together.

9. **Pump House Improvements** – South Station improvements and flushing/disinfection nearing completion. Final controls work and connection of chemical feed interlock system rescheduled (again!) for Friday. Final repairs to communication issue at East Station are also scheduled for Friday.
10. **Cross-Connection Program** – Fall testing nearing completion. Test failure follow-up begun.
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 bacteria samples completed as needed. Finalized plans to repair/update front of office; ordered materials. Took deliveries of chlorine, phosphate and soda ash. Obtained quote for and ordered repair of Post Rd easement gate. Completed site visits with fence company to all tanks/stations to prepare repair quote. Got compressor running and offered to Park & Rec for fall blow-outs. Coordinated flat tire responses for hybrid and old van; repaired crane lift on F350. Assisted 8 Meadowcrest with leak evaluation and another attempt to locate curb.

APPROVED