

HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF JULY 30th, 2019

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

Meeting opened at 7:01 p.m.

Motion made by James O'Brien seconded by Anthony Amato to accept minutes for the June 2019 meeting.

Treasurer's Report:

Cleared balance as of June 2019: \$104,759.31
4 Uncleared transactions of \$563.25 leaving a Register balance \$ 105,300.56
NHPDIP balance: \$92,621.97 int: 175.04

Report accepted as presented by Michael Jache seconded by Anthony Amato

Collector's Report:

Month opened with \$13,323.89 due, \$ 913.20 backdated items \$ 0.00 quarterly billing, \$14,326.15 final bills, \$ 30,107.55 collections \$13,825.87 misc. \$0.00 refund, \$695.00 return check \$ -170.00 adjustments, \$0.00 penalties, leaving \$10,980.16
Report accepted as presented by Michael Jache seconded by Anthony 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
12. Vehicles

Report accepted as presented by Michael Jache seconded by Anthony Amato

Attorney Report:

Old Business:

Motion made by Anthony Amato seconded by James O'Brien to move the Annual meeting date from the February monthly meeting to the March monthly meeting. Vote taken All approved.

New Business:

8:20 Motion made by Jim O'Brien seconded by Russell Pelletier to move in to non-public session per RSA91-A:3 II L. for consideration of legal advice.

No action taken

8:30 Motion made by Jim O'Brien seconded by Russell Pelletier to move out of non-public session per RSA91-A-3 II L.

8:30 James O'Brien made a motion to extend meeting 10 minutes. Seconded by Anthony Amato.

Motion for Housekeeping made by Michael Jache seconded by Russell Pelletier at 8:35 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 Michael Jache seconded by Russell Pelletier 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 8:36 Motion made by Anthony Amato seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

July 30, 2019

1. **Misc. Admin.** – Addressed miscellaneous customer service requests. Discussed draft Pinnacle Pond Recreational Use Policy with Town Planner and Code Officer. Completed 2nd quarter late payment collection process; 178 late notices for \$33K in water bills, 100% collection including one turn-off. Prepared 3rd quarter bills including creation of a new insert describing Customer vs. Precinct responsibilities. Built/installed updated office mailbox. Ongoing coordination with 9 Granite St. re: proper abandonment of service line.
2. **Bills/Financials** – July 29th P&L statement shows estimated 2019 operating revenues at \$593K (or 47%) and expenses at \$392K (or 41%) at 58% of the way through the CY19 budget. Balances as of July 29th are TD account = \$122K and PDIP account = \$93K.
3. **Water Quality** – Routine July bacteria, DBP, VOC and NO3 testing completed; results satisfactory.
4. **Water Use/Diversion** – Water usage is peaking with hot weather and irrigation demand. Diversion was opened up briefly last week and pond level rose about three quarters of a foot. Evaluation of demo equipment installed to monitor diversion flow is nearing completion; results look promising.
5. **New Tank** – Finalizing coordination with NHDES, contractors and consultants. Continuing to develop a scope of work to finalize the tank/system SCADA integration; met with EII on July 12th. Obtained more blasting info from Pike; Attorney Branch forwarded vibration monitoring data to Pike with a request to work with us to keep blast impacts below the slope stability safety threshold. Maine Drilling & Blasting (Pike's blaster) has requested to co-locate their seismograph with ours; meeting on-site with them tomorrow. Reviewed draft enforcement letter with Town re: 31 Pinnacle St. vehicle storage in water main area.
6. **Training** – Dennis took Grade II Distribution exam on July 18th.
7. **Planning & Construction** – Coordinated ongoing inspection of Univ. Hgts. Phase 2B. Responded to leaking fire service at Unit #7 Manor Dr on July 29th. Continued discussion with Bow re: interconnection feasibility study. Mike and Chair Smith met with the TIF and Economic Dev. Committees on July 17th to discuss TIF-related water projects. Mike assisted Town with Master Plan Update meeting on July 13th.
8. **GIS Mapping** – Coordinating with Brown and GSRWA to clarify overlapping scopes of work and schedule. Assisted Town with hydrant GIS locations and related billing procedures.
9. **Pump House Improvements** – Graded all well access roads. With assistance from the Park & Rec. Dept., improved yards at the wells on July 25th including: Removal of old fencing at the North; removal of tree at South propane tank; and installation of drain and prep for raising hydrant at South. Ordered replacement VFD for fire pump #2 at Booster Station. Restarted an evaluation of PRV function at Booster Station and scheduled valve tech visit for August. Tech will also update Bermad at North Well and look at old tank valve pit.
10. **Cross-Connection Program** – Finalized spring testing/re-testing, associated coordination with DSG and irrigation system owners; preparing list of remaining non-permitted irrigation accounts.
11. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 23 installed this month and total so far = 484. Shutoffs, finals and bacteria samples completed as needed. Brush hogged, cut grass and trimmed around hydrants. Cleaning of old tank completed on July 26th. Spring flushing and flow testing finalized. Began addressing backlog field work

including: Installed meter pit at 453 W. River Rd.; hydrant repair at MegaX; hydrant removal at 15 Ardon Dr.; hydrant replacements at 6 Hummingbird Ln. and 19 Maple St.; and curb valve repair at 6 Chase St. Graded Manor Dr. tank road. Paved road cuts at Maple St. and 21 Highland St. with the generous help of the Sewer Dept. Accepted soda/CI deliveries and moved as needed. Coordinated with homeowner and contractor re: service replacement at 9 Pinnacle St. on July 10th.

12. **Vehicles** – Researched body improvements for '08 Chevy utility truck. Repaired front end on and ordered tires for the F350.

APPROVED