# HOOKSETT VILLAGE WATER PRECINCT
# MINUTES OF January 29th, 2019

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

Meeting opened at 7:00 p.m.

Motion made by Mike Jache seconded by Russ Pelletier to accept minutes for the December 2018 meeting.

**Treasurer's Report:**

Cleared balance as of December 31, 2018: $185,302.15
21 Uncleared transactions of $ 87,680.45 leaving a Register balance $ 97,621.70
NHPDIP balance: $46,961.68 int: 90.82

Report accepted as presented by Tony Amato seconded Mike Jache

**Collector's Report**:
Month opened with $2,895.23 due previous; $23,869.52 due current,$ 143.55 backdated items $ 0.00 quarterly billing, $655.95 final bills $0.00 prev year collections, $-26,881.30 current year collections $1,122.00 misc. $0.00 refund, $0.00 return check $ -388.00 adjustments, $0.00 penalties, leaving $ 2,895.23- prev year, $ 1,765.38 – current yr. = $1,129.85.
Report accepted as presented by Mike Jache 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

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Report accepted as presented by Tony Amato seconded by Mike Jache

**Attorney Report**:

**Old Business:**
Annual meeting will be 2/26/2019

**New Business**:
Motion made by Tony Amato seconded by Russ Pelletier to give Todd Smith the authority to have the Board of Water Commissioners enter into a grant agreement with the NH Department Environmental Services to fund asset management and financial planning initiatives through a matching grant program. The Board of Commissioners further authorized Michael Heidorn, Superintendent to execute any documents which may be necessary to effectuate this grant agreement.
Voice vote taken. All approved.

Motion for Housekeeping made by Tony Amato seconded by Mike Jache at 7:43
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.

Meeing adjourned at 7:43. Motion made by Tony Amato seconded by Russ Pelletier

Respectfully submitted by : Nancy Philibotte

APPROVED

# HVWP SUPERINTENDENT'S REPORT
January 29, 2019

1. **Misc. Admin.** – Addressed miscellaneous customer service requests. Continued budget preparation and coordination; prepared and delivered budget committee presentation on Jan. 17th, with unanimous committee approval. Continued Asst. Supt. position advertising, and completed first round of interviews on Jan. 8th. Received insurance claim payment associated with August lightning strike damage at the East Station. Read all meters and completed Feb. billing. Negotiated agreement with River Village to use their hydrant for Hooksett Winter Carnival at FD request. Prepared HVWP newsletter and mailed with Feb. bills.
2. **Bills/Financials –** January 28th P&L statement shows estimated 2019 operating revenues at $639 (or 0.05%) and expenses at $94K (or 8%) at 8% of the way through the CY19 budget. TD account is currently at $19K and $47K remains in PDIP account; no transfer from TD planned yet due to pending receivables.
3. **Water Quality** – Routine January bacteria testing completed; results satisfactory. Q4 chemical samples for the treated sources were submitted; traces of naturally-occurring As, Ba, Cu, Ni, Zn, Fl and $SO_4$ as well as small amounts of salt and a DBP were detected at levels below applicable drinking water standards. Naturally-occurring Fe and Mn were detected at levels just above the applicable SMCLs; the presence of these compounds is normal for these wells and considered an aesthetic concern which we control through the addition of a phosphate sequestrant. Q4 Disinfection Byproducts Report submitted to NHDES. Intensive review of pH measurement protocols completed and adjustments made to calibration-verification methods.
4. **Water Use/Diversion** – Water usage continues at a seasonal low. Pond level remains at capacity. Annual review of draft diversion report to NHDES started; due this week. Q4 Water Use Report submitted to NHDES.
5. **New Tank** – Propane heater approval stalled due to Town concerns; Lewis Engr. working to resolve. Tank wall construction continues; work was temporarily halted in mid-January as delivery of selected replacement panels was expedited following the identification of slight anomalies in the finish coating, but work was resumed on Jan. 28th. The sixth pay request (~$708K) for the construction loan was processed and submitted to NHDES; receipt of the fifth pay request check from NHDES was delayed due to the holidays. Met with Lewis Engr. as needed to review and coordinate project progress.
6. **Training** – N/A.
7. **Planning & Construction** – Continued coordination with Legion for boundary line agreement on new lift station. Continued coordination with our inspector on University Heights Phase 1B-2B construction. Met with Chair of Town Economic Development Committee to review HVWP policies, rates and CIP.
8. **GIS Mapping** – Asset management grant application accepted by NHDES; grant agreement pending.
9. **Pump House Improvements** – Some lighting and residual switch work completed at the South Station; scheduling remaining work with alternative contractor to speed up final completion.

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10. **Cross-Connection Program** – Fall 2018 test round completed. In-ground irrigation system owners notified of permitting requirements and PVB-RPZ compliance issue with insert in Feb. billing.

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. Repaired school hydrant; responded to Jan. 18th hydrant accident in front of Tri-Town and repaired hydrant on Jan. 29th. Hydrant extension installed at tank site. New doors installed at office and associated building improvements completed. Soda ash pump repairs and adjustments completed. Curb at 7 Granite repaired and brought up to grade. Response to fire pump failure and control anomalies at Booster Station; meeting w/EII and local electrician on-site to diagnose and plan repairs. Inspected service at 7 Manor Dr. Emergency response completed with Pichette Construction at 21 Highland St. the night of Jan. 16-17th; failed older section of water service line was the culprit, and line was not connected to 2" plastic main as thought.

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