HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF November 27th, 2018

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: Commissioner James O'Brien, Att. BJ Branch

Meeting opened at 7:00 p.m.

Motion made by Tony Amato seconded by Russ Pelletier to accept minutes for the October 2018 meeting.

Treasurer's Report:

Cleared balance as of Oct 2018: $461,545.65
12 Uncleared transactions of $ 442,141.90 leaving a Register balance $ 19,403.75
NHPDIP balance: $46,786.64 int: 83.52

Report accepted as presented by Mike Jache seconded Tony Amato

Collector's Report:
Month opened with $2,895.23 due previous; $7,216.14 due current,$ 0.00 backdated items $ 244,060.75 quarterly billing, $500.85 final bills $0.00 prev year collections, $128,866.14 current year collections $425.00 misc. $0.00 refund, $136.85 return check $ -65.80 adjustments, $0.00 penalties, leaving $ 2,895.23- prev year, $ 123,407.65 – current yr. = $126,302.88
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

APPROVED

Report accepted as presented by Tony Amato seconded by Mike Jache

Attorney Report:

Old Business:

New Business:
Motion made by Tony Amato seconded by Mike Jache to withdraw an amount not to exceed $28, 000.00- from Tank Maintenance Fund pending approval from BJ. Money to be spent on tank communications.

Motion made by Tony Amato seconded by Mike Jache to move up to $35,000.00 out of Repair and Replacement fund to purchase water meters. Transfer to be completed after receipt of invoice.

Nancy left meeting 8:13.

Wage increases and Precinct Savings Incentive Distribution program were discussed.

Motion for Housekeeping made by Mike Jache seconded by Tony Amato at 8:45
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 Mike Jache 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.

Meeing adjourned at 8:45. Motion made by Tony Amato seconded by Mike Jache

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT
November 27, 2018

1. **Misc. Admin.** – Addressed miscellaneous customer service requests. Met w/ Webster Woods to review irrigation system and hydrant billing procedures, rates and options. Continued preparation of detailed web site upgrade. Clarified QB tracking of escrow accounts and Other Income/Expenses. Prepared draft budget and reviewed with Board at Nov. 13th work meeting; continuing w/budget edits. Met with Health Trust and Cross Insurance to update 2019 cost estimates. Coordination associated with Asst. Supt. termination and subsequent advertising for replacement. Updated and cleaned up software on all office computers.

2. **Bills/Financials –** November 26th P&L statement shows estimated 2018 operating revenues at $1.08M (or 101%) and expenses at $890K (or 83%) at 90% of the way through the CY18 budget. TD account has been drawn down to $2K but $46K remains in PDIP account; no transfer planned yet due to pending receipts.

3. **Water Quality** – Routine November bacteria testing completed; results satisfactory except for an apparent TC-positive at one of the sites. The latter triggered DES notification, resampling and source sampling; the additional samples indicated TC absence and supported our assessment that the routine positive may have been associated with sanitary conditions at the sampling site. No further additional sampling is required.

4. **Water Use/Diversion** – Water usage continues its seasonal decline. Brook diversion was reactivated the first week of the month in accordance w/ our DES permit; pond level is now at capacity.

5. **New Tank** – Assisted Pichette with hydrant extension. Utility building doors and generator have been installed; propane tank/heater installation scheduled for Nov. 27th. The additional tie-in between the old and new mains on Vista Dr. was completed, including an additional new service to the curb at 1 Vista. The fourth pay request (~$378K) for construction was processed and submitted to NHDES. A construction progress meeting has been tentatively scheduled at the office on Dec. 6th with project team including NHDES. Additional bacteria sampling confirmed that the new water main had been satisfactorily disinfected. Coordinated collection of quotes for SCADA setup between new tank and East Station.

6. **Training** – Mike and Nancy attended NHMA Municipal Conf. w/Commissioner Jache on Nov. 14-15th.

7. **Planning & Construction** – Continued coordination with Sewer Dept. and Legion for boundary line agreement on new lift station. Met with new Town Engineer on Nov. 20th to discuss status of roundabout project; Town has decided to go out to bid on or about Nov. 21st and would like us to complete an expedited review of updated project plans, which are the subject of significant recent revisions per NHDOT. The Town's cost estimate for water main reconstruction is $142K and they are expecting to build it in 2019.

8. **GIS Mapping** – Met with Brown Engr. and GSRWA on Nov. 16th to strategize Asset Management grant application for GIS mapping. Met with Gutermann on Nov. 2nd to review their AM software and hardware.

9. **Pump House Improvements** – A/D completed the tie-in of the chem feed, RTU and alarm systems at the South Station on Nov. 2nd. Troubleshooting completed for blown motor at South Well; coordinated repair and subsequent reinstallation on Nov. 21st by Maher (bad winding). Planning for final flushing/disinfection and bringing wells back online. Final repairs completed for communication issue at East Station. Coordinated collection of quotes for SCADA setup/upgrade at South/North/Booster Stations and existing tanks.

APPROVED

10. **Cross-Connection Program** – Fall testing and test failure follow-up ongoing. Met with Wedgewood on Nov. 1st to discuss plan to bring irrigation pit into compliance.

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. Obtained quote for fencing repairs at all tanks/stations. Recalibrated Hach CLF10 at East Well. Flushed private and some public hydrants. Plow preparation and plowing/sanding.

APPROVED