HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF SEPTEMBER 7, 2021
(August 2021 meeting)

Present at the meeting were: Commissioners – Chairman Todd Smith, Commissioners Michael Jache, James O'Brien, Treasurer Scott Ewing, Office manager/Clerk Nancy Philibotte, Att. BJ Branch, Supt. Michael Heidorn Absent: Commissioner Russell Pelletier
Cliff Jones-Town councilor
Jenna Rzasa- Tata & Howard
Owner of 34 Main Street Yvon Gagnon and Rob Degan of SNH Land Services

Meeting opened at 6:00 p.m.

Discussion re: sub division of 34 Main Street

Motion made by James O'Brien seconded by Todd Smith to accept minutes for July meeting.

Treasurer's Report:
Cleared balance as of July, 2021: $50,976.64
4 Uncleared transactions of $4,556.09 leaving a Register balance $496,420.55
NHPDIP balance: $419,103.69 int: 7.48

Report accepted as presented by Michael Jache seconded by James O'Brien

Collector's Report:
Month opened with $-944.27 due, $-494.75 backdated items $331,807.44 quarterly billing, $ 1,385.88 final bills, $ -255,560.70 collections $2,121.11 misc. $0.00 refund, $0.00 return check $ -229.71 adjustments, $ 0.00 penalties, leaving $78,085.00

Report accepted as presented by Michael Jache seconded by James O'Brien

Superintendent's Report:
1. Misc. admin
2. Bills/Financials
3. Water Quality
4. Water Use/diversion
5. Pike Quarry
6. Training
7 Planning &Construction
8. Mapping & GIS
9. Pump House/Scada Improvements
10. New Source

APPROVED

11.Cross-Connection Control
12. Misc. Field Projects
13. DES Sanitary Survey

Report accepted as presented by Michael Jache seconded by James O'Brien

Attorney Report:
Discussion re: Pike

Old Business:
Motion made by Todd Smith seconded by James O'Brien to submit a Drinking Water and Groundwater Trust Fund funding application to the NH Department Environmental Services to fund a water system improvement project and further authorized Michael Heidorn, Superintendent to execute any documents which may be necessary to complete the funding application.
Voice vote taken. All approved.

New Business:
Invite Bow Town Planner to October meeting

Motion made by James O'Brien seconded by Michael Jache since New Hampshire law requires yearly renewal of policies for those policies to be considered effective, that we renew and approve all policies currently in existence without amendment.
Voice vote taken. All Approved.

Motion for Housekeeping made by James O'Brien seconded by Michael Jache at
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 James O'Brien 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. Voice vote taken. All Approved.

Meeting adjourned at 7:30 Motion made by James O'Brien seconded by Michael Jache

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT
August 31, 2021

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Ongoing coordination to facilitate large meter changeouts; Windsor Terrace (#2 large user) changeout scheduled for early Sept. Continued to "clean up" old PDIP escrow accounts. Met with new Town Council liaison on Aug. 24th. Continued coordinating addition of Precinct to Town's cable franchise agreement. Coordinated response to failure of network backup system and subsequent recovery of missing files.

2. **Bills/Financials –** Aug. 31st P&L statement shows estimated 2021 operating revenues at $1.008M (or 74%) and expenses at $728K (or 53%) at 67% of the way through the CY21 budget. Balances as of Aug. 31st are TD account = $226K and PDIP account = $419K; initiated $80K transfer from TD to PDIP on Aug. 31st.

3. **Water Quality** – Routine August testing completed; bacteria = absent and distribution = normal.

4. **Water Use/Diversion** – Water usage is seasonally high. Well and pond levels remain above normal thanks to recent rains and diversions from Brickyard Brook, and the region remains outside of the drought designation according to NHDES. Cost-effective repair and maintenance of the diversion flow meter setup is being implemented; through some creative cabling and in-house parts installation, staff anticipates saving about $2K and improving field serviceability. The Q2 2021 Water Use Report was submitted to NHDES as required. In addition, a Leak Detection Survey Grant application was voluntarily submitted to NHDES on July 29th; we recently became eligible to submit this application as a result of our asset management mapping work.

5. **Pike Quarry** – Since the writing of the last report, blasts occurred on July 23rd, Aug. 17th, Aug. 27th and Aug. 31st; the first three were at or below our slope stability criterion and the results for the last were not available as of the writing of this report. The first GeoInsight invoice reimbursement request was paid; the second was submitted to Pike via Atty. Branch and is being contested. Our seismograph unit was returned from its calibration check and reinstalled; while it is still performing reasonably well in the range of most blasts we see at Pike, the calibration can no longer be adjusted and GeoInsight may recommend replacement.

6. **Training** – Mike attended Hydra-Stop insertion valve webinar on Aug. 3rd.

7. **Planning & Construction** – Coordination on applications for water service for: (a) the extension up Hackett Hill Rd. to a new proposed warehouse at Granite Woods, (b) Mount St. Mary's connection to the high pressure zone, (c) conversion of daycare to apartments at 45 Mt. St. Mary's Way, (d) Bluebird Storage Phase 2 and (e) Domino's Pizza at 1562 Hooksett Road. Continued coordinating with Town, Underwood Engr., Tata & Howard, Sewer Dept. and developers re: infrastructure funding strategy. Attended Aug. 10th TIF Comm., Aug. 17th TIF Comm., Aug. 25th Town Council and July 28th Town Utility Coordination meetings. Submitted requests to Planning Board for clarification on (a) key discrepancy in site plan approval process in Town's *Blue Book* vs Town's *Development Regulations* and (b) pre-construction conference scheduling notification.

8. **Mapping & GIS** – Detailed pump station mapping + inventory w/Tata & Howard and GSRWA is ongoing.

9. **Pump House/SCADA** – Continued coordinating TOD switchover troubleshooting for Booster Station.

10. **New Sources** – The draft Bow interconnection report was received from D&K.

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11. **Cross-Connection Control** – Spring 2021 test coordination is completed except for a few failed tests.

12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 18 installed since June and total so far = 915 (slowdown in progress still due to deficit in meter availability from manufacturer due to chip crisis). Shutoffs, finals and bacteria samples completed as needed. Ongoing mowing at all stations, tanks and office; also coordinated with Greenview Mgmt. and cleared Post Rd – Univ Cir easement for the first time. Replaced hydrant at 25 Grant. Continued updating curb valve field measurements and tie card drawings/files.

13. **DES Sanitary Survey** – Continued coordinating with Town to facilitate re-confirmation of Town's $300K commitment to water main project; the Town Council affirmed its commitment on Aug. 25th. Attended NHDES Aug. 5th SRF public hearing. The $2.1M SRF pre-application ranked favorably but not high enough to confidently secure initial funds; NHDES comments suggested NHDWG Trust Fund application is the next step since NHDES has not decided how to implement their ARPA funds. The SRF project information is being repackaged and supplemented to prepare a Trust Fund application, which is due Sept. 9th.

APPROVED