HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF NOVEMBER 30, 2021

Present at the meeting were: Commissioners – Chairman Todd Smith, Commissioners Michael Jache, Russell Pelletier, Michael St. Germain, Office Manager/Clerk Nancy Philibotte, Treasurer Scott Ewing Supt. Michael Heidorn, Attorney BJ Branch Absent: Commissioner James O'Brien

Meeting opened at 6:04 p.m.

No audio tape recorder used.

Motion made by Russell Pelletier seconded by Michael St. Germain to accept minutes for October 26th meeting.

Treasurer's Report:

Cleared balance as of October, 2021: $192,894.71
Uncleared transactions of $11,019.80 leaving a Register balance $181,874.91
NHPDIP balance: $454,120.58 int: 8.38

Report accepted as presented by Russell Pelletier seconded by Michael Jache

Collector's Report:

Month opened with $6,620.81 due, $2,874.61 backdated items $306,745.08 quarterly billing, $ 577.07 final bills, $237,020.34 collections $9,516.99 misc. $0.00 refund, $106.90 return check $ 0.00122.10 adjustments, $ 0.00 penalties, leaving $83,550.36

Report accepted as presented by Russell Pelletier seconded by Michael Jache

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

11.Cross-Connection Control

12. Misc. Field Projects
13. DES Sanitary Survey

APPROVED

Report accepted as presented by Russell Pelletier seconded by Michael Jache

Attorney Report:

Old Business:
Michael Jache made a motion seconded by Russell Pelletier to approve the plan to submit for Secure Funding and Trust Fund Loan Application. (DWGTF) Vote taken All approved.

New Business:
Motion made by Michael Jache seconded by Russell Pelletier to approve the 2022 rate fee schedule and CIP as part of the $1,424,337 - 2022 Budget. Vote taken All approved.

Motion made by Michael Jache seconded by Michael St. Germain 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 Michael Jache seconded by Michael St. Germain 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 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. Voice vote taken. All Approved.

APPROVED

Meeting adjourned at 7:17 Motion made by Michael Jache seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT
November 30, 2021

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Continued to "clean up" old PDIP escrow accounts. Prepared updated CY2022 budget and cash flow analysis. Replaced old color printer and had IT tech troubleshoot/reconfigure printer access at all work stations.

2. **Bills/Financials –** Nov. 29th P&L statement shows estimated 2021 operating revenues at $1.428M (or 104%) and expenses at $967K (or 71%) at 92% of the way through the CY21 budget. Balances as of Nov. 29th are TD account = $183K and PDIP account = $604K, including an $150K transfer into PDIP. Annual board stipends and PSIDs were distributed. End-of-year cash flow analysis was updated, confirming that we are in a strong position going into CY22. CY21 revenues are up due to unanticipated connection and misc. fees.

3. **Water Quality** – Routine Nov. testing completed; bacteria = absent and distribution = normal; awaiting chemical test results. Triennial residential Pb/Cu results all met acceptable standards; applicable reporting to customers and NHDES completed.

4. **Water Use/Diversion** – Water usage and well and pond levels began their seasonal declines, however recent weather has allowed us to open up the diversion and fill the pond.

5. **Pike Quarry** – Since the writing of the last report, no blasts have occurred. A new seismograph has been selected and is being ordered. The most recent geotech services bill has been reimbursed by Pike.

6. **Training** – Mike attended the NEWWA *IT & Asset Management* conference on Nov. 2nd and the *Drinking Water & Wastewater Cybersecurity* webinar on Nov. 8th. Matt attended the *Water Meter Efficiency Testing & AWWA Water Audits* webinar on Nov. 10th.

7. **Planning & Construction** – Coordination on applications for water service for: (a) Little Angels daycare and (b) 34 Main St. Continued coordinating with Town, Underwood Engr., Tata & Howard, Sewer Dept. and developers re: infrastructure funding strategy and the extension up Hackett Hill Rd. to a new proposed warehouse at Granite Woods. Attended Nov. 15th PB meeting. Oversaw installation of fire/domestic services to new Bluebird Storage Phase 2 facility and initial demolition at Domino's Pizza site. Assisted ZBA with EEB update. Worked with DPW to reinstall (2") service to new Donati bathroom facility. Continued coordination with contractors and developer at Univ. Hgts. to install/test water main, including multiple pressure/leakage tests and repairs; as of Nov. 29th, passed tests and main has been filled.

8. **Mapping & GIS** – Pump station mapping + inventory w/Tata & Howard and GSRWA is ongoing. Continued updating curb valve field measurements and tie card drawings/files. Coordination re: (a) recording public utility easement for cross-country main between University Cir. and Post Rd. and (b) possible sale of rear of 31 Pine St (sanitary protective well radius). Began water audit with old dom. meter testing on Nov. 3rd – 4th.

9. **Pump House/SCADA** – Continued coordinating TOD switchover troubleshooting for Booster Station. Pump failure at South Well (again); pump pulled – took advantage and began scheduled winter redevelopment. Powers completed generator major service and load test at East Station on Nov. 16th.

10. **New Sources** – The Bow Town Planner came to our Oct. 26th meeting to discuss the draft interconnection report and the upcoming Bow water contract services renewal. Met with Dan Plourde on Nov. 8th to discuss gravel pit source work history and possible access to Jameson parcel; completed reconnaissance of Jameson parcel with GeoInsight, gained permission to access parcel from owners, developed test well action plan.

APPROVED

11. **Cross-Connection Control** – Fall 2021 testing is nearly completed. Matt completed tester recertification.

12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 3 installed since September and total so far = 958. Shutoffs, finals and bacteria samples completed as needed. End-of-season mowing and leaf-blowing at all stations, tanks and office. Finished fall hydrant flushing and hydrant checks. F350 repairs and admin vehicle warranty work. Completed hydrant replacement at Granite/Highland Sts. and valve replacement and leak repair at Pinnacle St/RT3A. Placed end-of-year meter order, and purchased meter test bench.

13. **DES Sanitary Survey** – Ongoing coordination re: $2.2M NHDWG Trust Fund application. Received notice of $655K NHDES ARPA grant award in lieu of SRF loan; need to submit final application.

APPROVED