HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF OCTOBER 26, 2021

Present at the meeting were: Commissioners – Chairman Todd Smith, Commissioners James O'Brien, Russell Pelletier, Treasurer Scott Ewing, Office manager/Clerk Nancy Philibotte, Supt. Michael Heidorn, Michael St. Germain Absent: Michael Jache, Att. BJ Branch
Matthew Taylor-Bow Town Planner
Meeting opened at 6:02 p.m.

Motion made by Russell Pelletier seconded by James O'Brien to accept minutes for September 28th meeting.

Discussion with Matthew Taylor: Bow interconnection – feasibility study complete HVWP Commissioners to discuss more at November meeting

Treasurer's Report:

Cleared balance as of September, 2021: $198,151.55
Uncleared transactions of $27,324.06 leaving a Register balance $170,827.49
NHPDIP balance: $499,122.20 int: 8.51

Report accepted as presented by James O'Brien seconded by Russell Pelletier

Collector's Report:

Month opened with $12,135.43 due, $0.00 backdated items $0.00 quarterly billing, $ 642..35 final bills, $9,795.61 collections $3,638.64 misc. $0.00 refund, $0.00 return check $ 0.00 adjustments, $ 0.00 penalties, leaving $6,620.81

Report accepted as presented by Russell Pelletier 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
11.Cross-Connection Control
12. Misc. Field Projects
13. DES Sanitary Survey

APPROVED

Report accepted as presented by Russell Pelletier seconded by James O'Brien

Attorney Report:

Old Business:

New Business:
Michael Heidorn presented preliminary 2022 budget. Commissioners to vote to approve at November meeting.

Motion made by James O'Brien seconded by Russell Pelletier 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 Russell Pelletier 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 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.

Meeting adjourned at 7:24 Motion made by Russell Pelletier seconded by James O'Brien

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT
October 26, 2021

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Ongoing coordination to facilitate large meter changeouts; Hooksett Housing (#11 large user) and River Village at LaFond Avenue (#13 large user) changed out in late Sept. Continued to "clean up" old PDIP escrow accounts. Prepared and submitted draft CY2022 budget.

2. **Bills/Financials –** Oct. 15th P&L statement shows estimated 2021 operating revenues at $1.053M (or 77%) and expenses at $848K (or 62%) at 79% of the way through the CY21 budget. Balances as of Oct. 15th are TD account = $101K and PDIP account = $499K. Nov. 1st bills are under preparation. Total billings for the quarter > $90K less than last year due to less water usage, but we are still on track for CY21 revenue goal.

3. **Water Quality** – Routine Oct. testing completed; bacteria = absent and distribution = normal. Triennial residential Pb/Cu testing also completed; preliminary results all meet acceptable standards. Quarterly DBP report submitted to NHDES indicating 2021 DBPs and Cl levels all meet acceptable standards.

4. **Water Use/Diversion** – Water usage and well and pond levels have begun their seasonal declines.

5. **Pike Quarry** – Since the writing of the last report, a blast occurred on Oct. 19th; its impact was below our current slope stability criterion aka peak particle acceleration trigger (0.09g) and the peak particle velocity trigger (0.9 in/sec) proposed by GeoInsight. Atty. Branch has been communicating with Pike re: payment of related GeoInsight invoice reimbursement requests. GeoInsight provided their July 7th geotechnical report to Pike on Oct. 7th as authorized by the Board and Atty. Branch.

6. **Training** – Mike attended the NHWWA *Drinking Water Expo* on Oct. 20th; he was invited by NHDES to co-present *Adapting to & Preparing for Extreme Weather Events* at the expo based in part on our CIP efforts. He also attended the NEWWA *Selection, Application & Maintenance of Water System Valves* on Oct. 14th and the AEHS *Conference on Soils, Sediments, Water & Energy* from Oct. 18th-21st.

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) Bluebird Storage Phase 2 and (c) Domino's Pizza at 1562 Hooksett Road, including plan revisions and an on-site meeting with contractor on Oct. 4th. Continued coordinating with Town, Underwood Engr., Tata & Howard, Sewer Dept. and developers re: infrastructure funding strategy. Attended Sept. 29th TIF, Sept. 30th NHDOT-Town Exit 11 coordination and Oct. 20th ZBA Earth Excavation Bylaw meetings. Assisted ZBA with EEB update. Met and worked with DPW to install service to new Donati bathroom facility. Continued coordination with contractors and developer at Univ. Hgts. to install/test water main, including on-site meeting with Liberty on Oct. 13th.

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) securing public utility easement for cross-country main between University Cir. and Post Rd. and (b) adjusting lot line at 31 Pine St and possible sale of rear of lot (well radius).

9. **Pump House/SCADA** – Continued coordinating TOD switchover troubleshooting for Booster Station. EII at South/East Stations and office to make improvements to SCADA system.

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10. **New Sources** – The draft Bow interconnection report was reviewed with the Board on Aug. 31st. At the Board's request, the Bow Town Planner was invited to our October meeting to discuss further.
11. **Cross-Connection Control** – Fall 2021 testing is underway.
12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 14 installed since September and total so far = 955. Shutoffs, finals and bacteria samples completed as needed. End-of-season mowing at all stations, tanks and office; researched and purchased new mower. Began fall hydrant flushing and completed hydrant flow test at proposed Dominos. Lettered blue Chevy. Completed sewer smoke test at office with Sewer Dept. on Oct. 4th; no leaks detected. Continuing to remove seasonal irrigation devices. Began planning out upcoming valve replacement digs at Pine St and Pinnacle St with Leighton White. Completed inventory of active meter types and replacement status; developing meter order targets to complete replacement program.
13. **DES Sanitary Survey** – Ongoing coordination re: $2.18M NHDWG Trust Fund application.

APPROVED