HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF JANUARY 25, 2022

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

Meeting opened at 6:14 p.m.
Michael Jache opened public hearing in accordance with RSA 33:8-a. The purpose of the hearing is to discuss the mandatory replacement of the Thompson Corner Water Storage Tank and associated Distribution System improvements in the Vista Drive area through a loan in the amount of $ 1,176,800, provided by the NH Drinking water & Groundwater Trust Fund.

Motion made by James O'Brien seconded by Michael St. Germain to accept minutes for December 28th 2021 meeting.

Treasurer's Report:
Cleared balance as of December, 2021: $106,673.46
Uncleared transactions of $35,00.12 leaving a Register balance $71,603.34
NHPDIP balance: $604,139.96 int: 10.94

Report accepted as presented by James O'Brien seconded by Michael St. Germain

Collector's Report:
Month opened with $35.78 due, $0.00 backdated items $0.00 quarterly billing, $558.15 final bills, $4,531.95 collections $841.02 misc. $0.00 refund, $415.25 return check $ 0.00 adjustments, $ 0.00 penalties, leaving $-2,681.75

Report accepted as presented by James O'Brien seconded by Michael St. Germain

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

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Attorney Report:
No report presented

Old Business:

New Business:

7:07 Michael Jache closed the public hearing
Michael Heidorn was excused from meeting

Motion made at 7:09 by Michael Jache seconded by Jim O'Brien to go into executive session per RSA 91-A-3IIa employee compensation.
Motion to come out of session per RSA 91-A-3IIa made by Jim O'Brien seconded by Michael St. Germain at 7:26

Michael Heidorn re-entered meeting 7:27

Motion made by Michael Jache seconded by James O'Brien 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 James O'Brien 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 James O'Brien 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 7:37 Motion made by Michael Jache seconded by Michael St. Germain

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT
January 25, 2022

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Continued to "clean up" old PDIP escrow accounts (4 closed in 2021; 18 pending in 2022). Began prep of Feb. 1st billing. Prepared Jan. 2022 HVWP newsletter.
2. **Bills/Financials –** Jan. 24th P&L statement shows estimated 2022 operating revenues at $25K (or 2%) and expenses at $967K (or 4%) at 7% of the way through the CY22 budget. Balances as of Jan. 24th are TD account = $69K and PDIP account = $504K. Finalized CY22 budget preparation, including CIP and CY21 summary. Attended Budget Committee hearing and presented CIP improvements overview on Jan. 20th; CY22 budget was recommended in full by the Committee.
3. **Water Quality** – Routine Jan. testing completed; bacteria = absent and distribution = normal. Quarterly D/DBP report submitted to NHDES; no violations noted.
4. **Water Use/Diversion** – Water usage is at its seasonal low and well/pond levels are excellent. The diversion was opened up in early January thanks to acceptable weather/flow conditions. The draft version of the annual diversion monitoring report for NHDES has been prepared and is under review.
5. **Pike Quarry** – Since the writing of the last report, no blasts have occurred. The new seismograph was installed inside the tank utility building with EII and GeoInsight (note GeoInsight was part of a corporate merger and is now Verdantas). The annual quarry lease payment was received from Pike.
6. **Training** – N/A.
7. **Planning & Construction** – 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 Jan. 5th TC and Town Administrator meetings re: same. Additional coordination with contractors and developer at Univ. Hgts. to retest water main after unauthorized blasting near new main detected; main passed retesting. Attended meetings with Sewer Dept., Code Enforcement, Planning Dept. and Town Administrator re: project permitting and plan review coordination. Attended ARPA Fund Committee kickoff meeting on Jan. 21st to investigate potential for additional local project grant funds. U.S. Cellular is investigating proposed engineering design for tower(s) at the Manor Tank and has submitted a draft lease for our consideration.
8. **Mapping & GIS** – Met w/Tata & Howard on Jan. 9th to discuss status of pump station mapping/inventory and develop schedule for water audit component of GIS project; initial audit coordination. Ongoing 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) or entire parcel.
9. **Pump House/SCADA** – Continued coordinating TOD switchover troubleshooting for Booster Station. Pump impeller repaired at South Well; South and South Backup Wells redeveloped ahead of schedule while equipment on-site for repair, with 15% - 33% improvement observed in specific capacity.
10. **New Sources** – Completed wetland delineation of Jameson parcel with GeoInsight; test well action plan under re-evaluation based on delineation.
11. **Cross-Connection Control** – The draft 2021 NHDES cross-connection testing results compliance report was prepared. The first cross-connection facility survey of CY22 is scheduled for Jan. 25th.

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12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 20 installed since November and total so far = 978. Shutoffs, finals and bacteria samples completed as needed. Plowing, shoveling and sanding at all stations, tanks, office and hydrants as needed. Installed meter test bench at South Station and began meter testing program. Coordinated with Stiles to test several large meters on-site Jan. 6th including CHWP.

13. **DES Sanitary Survey** – Submittal of final $2.5M NHDWG Trust Fund application with T&H. Coordinated with NHDES re: funding needs. Received notice of $1.8M loan and $218K grant from Trust Fund, completing the final gap in funding needed for project. Initiated design engineering contracts and submitted environmental review to NHDES. Contacted two key landowners re: possible plan/easement changes. Prepared *Project Information Package* for Budget Committee.

APPROVED