HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF FEBRUARY 22, 2022

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

Meeting opened at 6:17 p.m.

Motion made by Michael Jache seconded by Russell Pelletier to accept minutes for January 25, 2022 meeting.

Discussion with Ken Kozyra/US Cellular in regards to placing an antenna up at the Manor Drive tank.

Treasurer's Report:

Cleared balance as of January, 2021: $119,961.83
Uncleared transactions of $3,303.03 leaving a Register balance $116,658.80
NHPDIP balance: $504,148.80 int: 8.84

Report accepted as presented by Michael Jache seconded by Russell Pelletier

Collector's Report:

Month opened with $-2,681.75 due, $-200.95 backdated items $248,368.62 quarterly billing, $512.90 final bills, $-147,237.82 collections $450.00 misc. $0.00 refund, $ 0.00 return check $ -82.90 adjustments, $ 0.00 penalties, leaving $99,128.10

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
10. New Source

11.Cross-Connection Control

12. Misc. Field Projects
13. DES Sanitary Survey

APPROVED

Attorney Report:
Motion made by Todd Smith seconded by Michael Jache to have BJ move forward with purchase/closing on land, rear lot @ 31 Pine Street, not to exceed $29,000.00. Voice vote taken. All approved.

Old Business:
Todd to set up meeting with Bow Water Works and include ARPA money discussion.

New Business:
Todd Smith read the following:

Drinking Water Infrastructure Project Authority To Borrow For Publicly Owned Entities
Part 1: Authority To File And Designation Of Authorized Representative

"WHEREAS, the Hooksett Village Water Precinct, after thorough consideration of the nature of its drinking water system needs, hereby determines that the construction of certain works, generally described as: TIF District Water Distribution & Storage Improvements, is desirable and in the public interest, and to that end it is necessary to apply for assistance from the Drinking Water and Groundwater Trust Fund (DWGTF); and
WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14; RSA 485-H or RSA 485-F and the New Hampshire Code of Administrative Rules noted above, which relate to loans from the State of New Hampshire and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;
NOW, THEREFORE, BE IT RESOLVED BY Board of Water Commissioners, the governing body of said Applicant, as follows:
1. That the persons holding the position of Superintendent and Assistant Superintendent currently held by Michael Heidorn and Matthew Norris, respectively, are hereby designated as the Authorized Representatives of the Applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules noted above, furnishing such information, data, documents and disbursements pertaining to the applicant for a loan as may be required; and otherwise to act as the Authorized Representatives of the Applicant in connection with the loan application.
2. That the Applicant agrees to repay the loan as stipulated in the loan agreement.
3. That a certified copy of this resolution be included as part of the application to be submitted for a loan.
4. That persons holding the following position(s) at the time of loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan.
Chair
Commissioner(s)
5. That the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof."

APPROVED

Motion made by Russell Pelletier seconded by Michael Jache to accept. Voice vote taken. All approved.
Nancy Philibotte/Clerk certified it has not been amended or repealed and remains in force as of February 22,2022.

Motion made at 7:30 by Michael Jache seconded by Russell Pelletier to go into executive session per RSA 91-A-3IIa employee compensation.

Michael Heidorn excused from remainder of the meeting.

Motion to come out of session per RSA 91-A-3IIa made by Russell Pelletier seconded by Michael St. Germain at 7:33

Motion made by Russell Pelletier seconded by Michael Jache to adjust Superintendent income.

Motion made by Michael Jache 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 Michael Jache 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 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.

Meeting adjourned at 7:35 Motion made by Michael St. Germain seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT
February 22, 2022

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Continued to "clean up" old PDIP escrow accounts. Completed Feb. 1st billing ahead of schedule. Began working with Town to improve HVWP links on Town web site. Improved tracking of metered unbilled and legacy metered accounts in billing software. Updated/mailed CY22 water hauler invitation. Additional round of meter changeout requests sent out, with follow-up scheduling. Initial preparation for CY21 audit. Coordinated update to billing software to maintain e-payment capability.

2. **Bills/Financials –** Feb. 14th P&L statement shows estimated 2022 operating revenues at $330K (or 23%) and expenses at $108K (or 8%) at 12% of the way through the CY22 budget. Balances as of Feb. 14th are TD account = $153K and PDIP account = $504K. Received Q1/Q2 Town hydrant service charge payment. Slight modification of misc. invoice due date policy and format adopted to improve customer service.

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

4. **Water Use/Diversion** – Water usage remains seasonally low. The diversion was opened up during the second week of February thanks to acceptable weather/flow conditions, and the pond was filled. The annual *Large Groundwater Withdrawal Permit* report (authorizing diversion of water into Pinnacle Pond) was submitted to NHDES; compliance with applicable criteria was maintained through CY21. The annual *Water Balance Report* was also prepared and submitted to NHDES; the target is <15% and we were at ~1.5% for CY21.

5. **Pike Quarry** – Since the writing of the last report, no blasts have occurred. Received request for geotechnical studies information from NYDEC related to similar tank site investigation in New York.

6. **Training** – Mike attended the ASDWA *Pb Service Line Inventory Symposium* on 2/2, 2/9 & 2/16. Matt attended the NHDES *Environmental Review Webinar* on 2/18.

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, including the submittal of a detailed on-site and off-site action item list on Jan. 28th, and meetings on Jan. 26th (TC), Feb. 14th / 17th (Town Administrator, et al) and Feb. 17th (TIF). Attended Jan. 26th utility meeting with Sewer Dept., Code Enforcement, Planning Dept. and Town Administrator re: project permitting and plan review coordination. Provided Town Administrator with follow-up info on Town's ARPA funds local spending options relative to water projects. Met U.S. Cellular at Manor Drive Tank site on Feb. 9th to further discuss feasibility of proposed cell tower.

8. **Mapping & GIS** – Met w/Tata & Howard on Feb. 15th to discuss pump station mapping/inventory, water audit and other components of GIS project. Ongoing coordination re: possible sale of rear of 31 Pine St (sanitary protective well radius) or entire parcel, including on-site meeting w/owner on Feb. 17th.

9. **Pump House/SCADA** – Complete cleaning/recalibration of chem feed systems this past weekend.

10. **New Sources** – Continuing to re-evaluate test well action plan. The Town of Bow requested a meeting with our Board to further discuss the feasibility of an interconnection.

11. **Cross-Connection Control** – Locked in 2022 test contract and schedule. Finalized and submitted NHDES CY21 compliance report; 487 tests/retests were completed on 349 devices and no outstanding failures. The first cross-connection facility survey of CY22 was completed on 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; 44 installed since January and total so far = 1022. Shutoffs, finals and bacteria samples completed as needed. Plowing, shoveling and sanding at all stations, tanks, office and hydrants as needed. Evaluated and documented initial results of meter testing program. Finalized wiring update at office and replaced stairway. Met w/FD on Feb. 8th to discuss office alarm improvement options. Met w/498 W. River Rd. re: pending new svc. applic. on Feb. 16th.
13. **DES Sanitary Survey** – Applied for additional NHDES ARPA grant funds based on increase in total project value (SRF vs. TF); application denied. Continued key landowner discussions re: possible plan/easement changes and access. Met w/ T&H on Feb. 15th to map out project schedule/milestones/concerns.

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