HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF NOVEMBER 29th 2022

Present at the meeting were: Commissioner/Chairman Todd Smith, Commissioners Michael Jache, Michael St. Germain, Russell Pelletier, James O'Brien, Treasurer Scott Ewing, Supt. Michael Heidorn, Office Manager/ Nancy Philibotte, Attorney BJ Branch Dave MacLean and Cam Stuart/Verdantas
Craig St. Pierre-Owner 26 Riverside Street with his Mother

Meeting opened at 5:58 p.m.

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

Agreement for 26 Riverside Street service which is non-compliant, was signed by BJ and Mike Heidorn and copy given to owner. $10,00.00 check from owner to be placed in escrow.

Treasurer's Report: Sept report given
Cleared balance as of 9/30/2022: $266,946.33
5 Uncleared transactions of $5,310.53 leaving a Register balance $261,635.80
NHPDIP balance: 683,397.74 int: 1,427.04
October report:
Cleared balance as of 10/31/2022: $71,426.57
13 Uncleared transactions of $14,133.22 leaving a Register balance $57,293.35
NHPDIP balance:$690,338.20 int: $1,940.46

Report accepted as presented by Michael Jache seconded by Russell Pelletier

Collector's Report:
Month opened with $15,442.91 due, $0.00 backdated items $382,636.51 quarterly billing, $409.05 final bills, $-279,021.60 collections $1,231.48 misc. $144.90 refund, $ 0.00 return check $ -39.60 adjustments, $ 0.00 penalties, leaving $120,803.65.
Report accepted as presented by Russell Pelletier seconded by Michael Jache

Dave MacLean and Cam Stuart explained their data that they have been collecting from the Pike blasting. Mike H to request the remaining blasting schedule from Pike.

Superintendent's Report:
1. Misc. admin
2. Bills/Financials
3. Water Quality
4. Water Use/diversion
5. Pike Quarry

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6. Training
7 Planning &Construction
8. Asset Mgmt./Mapping & GIS
9. Pump House/Scada
10. Cross-Connection Control
11. Misc. Field Projects
12. DES Sanitary Survey
13. RT93 Diesel Spill

Attorney Report:

Old Business:

New Business:
Motion made by James O'Brien seconded by Michael Jache to approved 2023 Budget- $1,555,801.45. Vote taken. All approved.
Motion made by Michael Jache seconded by James O'Brien to approved rate schedule, CIP and supporting 2023 budget documents. Vote taken. All approved.

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. 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 Michael Jache seconded by James O'Brien

Respectfully submitted by : Nancy Philibotte

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HVWP SUPERINTENDENT'S REPORT
November 29, 2022

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Continued coordinating Operator hiring process including five interviews and a meeting with the Town's HR Coordinator. Updated draft 2023 operating budget, rate schedule, CIP, rate evaluation and wage schedule.

2. **Bills/Financials –** Nov. 28th P&L statement shows estimated 2022 operating revenues at $1,575K (or 111%) and expenses at $1,103K (or 77%) at 91% of the way through the CY22 budget. Balances as of Nov. 28th are TD account = $214K and PDIP account = $385K. Moved $355K from PDIP to TD on Oct. 26th/Nov. 17th; $305K in warrant article trust fund appropriations and $50K in a routine operating budget transfer.

3. **Water Quality** – Routine November testing completed; bacteria = absent and distribution = normal. Voluntary Mn test results at 3 of the wells ranged from 0.10-0.15 mg/l, at the proposed notification level±.

4. **Water Use/Diversion** – Water usage continued to seasonally decrease (declined this month ~ 16%). The pond and wells remain seasonally low but the wells are reasonably stable due to declining usage, significant rains in November (3.07 in), and diversion operation. National Weather Service data suggests that this area is no longer in a drought (good through Feb. 2023) and is considered Abnormally Dry. Our drought monitoring program remains in effect, however.

5. **Pike Quarry** – No blasts occurred in the last month. Verdantas is scheduled to review the results of 2022 monitoring with the Board on Nov. 29th.

6. **Training** – Matt/Mike finished their 6-week NHWWA T2 certification class on Oct. 28th and Nov. 4th/10th.

7. **Planning & Construction** – Continued coordination with the Town, Underwood Engr., Tata & Howard, Sewer Dept. and developers re: Granite Woods, including conditional approval of "off-site" plan, facilitation and receipt of "off-site" and "on-site" construction agreements, correspondence and reviews re: "on-site" plan and a meeting with TF Moran (developer's site engineer) on Nov. 16th. Attended Nov. 21st TIF Committee meeting; provided overview of water works TIF projects and discussed Town's withdrawal of design funds for the proposed MWW interconnection near Exit 10. Inspection and/or coordination re: various projects including Bow interconnection (meeting held at HVWP office on Oct. 26th), Alumni Dr. (Univ. Hgts. Ph. 2B), Dominos (1562 Hooksett Rd.), Black Diamond auto wash (1554 Hooksett Rd incl. ongoing edits to utility plan), 26 Riverside (non-compliant service rectification), Mt. St. Mary's (svc. replacement/main extension) and Otterson parcel (Catholic Charities, 1821 Hooksett Rd., attended TRC meeting held Nov. 2nd).

8. **Asset Mgmt./Mapping & GIS** – Hosted the inaugural/pilot Climate Change Vulnerability Assessment project here with Weston & Sampson/NHDES on Nov. 1st; misc. follow-up coordination.

9. **Pump House/SCADA** – Completed source/hydrant/interconnection meter testing on Nov. 18th; preliminary results = all passed except the interconnection (CHWP was notified). Scheduled N Well redevelopment.

10. **Cross-Connection Control** – Met with Weston & Sampson to review live demo of iDataCollect software solution to improve level of service; completed 7 commercial/municipal cross-connection surveys.

11. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 8 installed since Oct.

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and total so far = 1159. Shutoffs, finals and customer bacteria samples completed as needed. Leaf-blowing as needed. Completed fire flow test for River Hill Apts. on Nov. 15th. Purchased new utility truck and installed lighting.

12. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H and local property owners. Environmental review completed with Finding of No Significant Impact; no comments received on public notice. Engineered plans completed for Vista Drive (first) phase and nearing completion for tank phase. Pre-bid meeting for Phase 1 held on Nov. 9th; 11 contractors attended; bid opening scheduled for Dec. 1st. Site walkover held with tank contractor on Nov. 22nd to review access limitations.
13. **RT93 Diesel Spill** – Comments on draft spill report submitted to NHDES.

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