HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF DECEMBER 27th 2022

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

Meeting opened at 6:00 p.m.

Motion made by Russell Pelletier seconded by James O'Brien to accept minutes for November 29th, 2022 meeting.

Treasurer's Report:

Cleared balance as of November 2022: $568,904.64
Uncleared transactions of $327,023.05 leaving a Register balance $241,881.59
NHPDIP balance: 387,065.00 int: 1,727.00
October report:

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

Collector's Report:

Month opened with $120,803.65 due, $0.00 backdated items $0.00 quarterly billing, $224.70 final bills, $-111,469.70 collections $1,075.95 misc. $0.00 refund, $ 0.00 return check $ -385.00 adjustments, $ 6,903.22 penalties, leaving $17,152.82.
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. Asset Mgmt./Mapping & GIS
9. Pump House/Scada
10. Cross-Connection Control
11. Misc. Field Projects
12. DES Sanitary Survey
13. RT93 Diesel Spill

APPROVED

Attorney Report:

Old Business:

New Business:

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 6:12 Motion made by Michael St. Germain seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT
December 27, 2022

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Hired and on-boarded new Water Utility Tech Matt Gagnon; began hiring process for additional WUT position. Updated draft 2023 operating budget, rate schedule, CIP, rate evaluation and wage schedule. Enrolled in new State financial assistance program for customers struggling to make a payment; updated web site with new section on all Precinct financial assistance options. Issued PSIDs for 2022. Began assembling current Policy Handbook binders for all personnel. Updated health insurance program, including upgrade of dental plan at no significant additional cost, and completed enrollment for 2023. Ongoing coordination with Cross Insurance re: 2023 commercial liability and Worker's Comp policies/premiums.

2. **Bills/Financials –** Dec. 19th P&L statement shows estimated 2022 operating revenues at $1,585K (or 111%) and expenses at $1,304K (or 92%) at 96% of the way through the CY22 budget. Balances as of Dec. 19th are TD account = $59K and PDIP account = $434K. Moved $52K from TD to new PDIP System Development account; purpose of account is to better track SD fee (formerly termed connection fee) revenue. Sent out 163 late notices on Dec. 8th on total outstanding balance of $40K (~10.5% of quarterly billing) representing ~$7K in late fees. Sixteen accounts ultimately received shut off notices today for non-payment.

3. **Water Quality** – Routine December testing completed; bacteria = absent and distribution = normal. Voluntary Mn test result at SBU Well was 0.04 mg/l, below the proposed notification level.

4. **Water Use/Diversion** – Water usage continued to seasonally decrease (random sampling of 90 customers using less water by 3:1 margin). Levels at the pond and wells were seasonally low but have largely recovered due to significant rains in December (3.5 in as of 12/19) and ongoing diversion operation.

5. **Pike Quarry** – No blasts occurred in the last month. Verdantas reviewed the results of 2022 monitoring with the Board on Nov. 29th. Pike has indicated there will be 2 more years of blasting near the tank.

6. **Training** – Dennis attended a backflow testing update class in Franklin on 12/13.

7. **Planning & Construction** – Continued extensive coordination with the Town, Underwood Engr., Tata & Howard, Sewer Dept. and developers re: Granite Woods, including conditional approval of "on-site" plan on Dec. 16th. Inspection and/or coordination re: various projects including Bow interconnection (shared WQ data with Verdantas), 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), and Mt. St. Mary's (svc. replacement/main extension). Otterson parcel (Catholic Charities, 1821 Hooksett Rd.) has stalled according to Town Planner. Attended TRC meeting on Dec. 5th for new commercial subdivision proposal at Ritchie Bros. parcel.

8. **Asset Mgmt./Mapping & GIS** – Misc. coordination re: Climate Change Vulnerability Assessment project. Submitted $50K and $35K Strategic Planning Grant applications to NHDES on 12/9 for Pb service line inventory and Mn treatment investigation, respectively.

9. **Pump House/SCADA** – Completed N Well redevelopment; achieved 12% increase in specific capacity.

10. **New Sources** – Submitted $50K planning grant application to NHDES on 12/9 for new source exploration.

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11. **Cross-Connection Control** – Began preparation of annual report. Inspected/tested new backflow devices at Dominos and Camp K9. One of the test kits was sent out for calibration.

12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 6 installed since Nov. (including two 1" meters at the Library) and total so far = 1165. Shutoffs, finals and customer bacteria samples completed as needed. Expedited and unloaded treatment chemical order. Maintained chem feed pump equipment. Purchased and installed plow/decals for new utility truck. Prepared for and participated in first annual Hooksett Village Festival of Lights on 12/9; attended post-event wrap-up meeting with Heritage Commission on 12/13.

13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H and local property owners, including 12/14 meeting w/T&H. Phase 1 bid opening completed on Dec. 1st; Park Construction awarded contract. Finished preliminary access road and tank pad improvements with Seavey Construction and local tree contractor.

14. **RT93 Diesel Spill** – Comments on draft spill report submitted to Verdantas.

APPROVED