HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF JANUARY 31st 2023

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

Meeting opened at 6:00 p.m.

Motion made by James O'Brien seconded by Michael St. Germain to accept minutes for December 27th, 2022 meeting.

Treasurer's Report:

Cleared balance as of December 2022: $54,236.60
Uncleared transactions of $34,525.96 leaving a Register balance $19,710.64
NHPDIP balance: 436,881.52 int: 1,537.32

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

Collector's Report:

Month opened with $11,171.61 due, $0.00 backdated items $0.00 quarterly billing, $869.25 final bills, $-17,929.42 collections $1,340.00 misc. $0.00 refund, $ 0.00 return check $ -430.00 adjustments, $ 0.00 penalties, leaving $-4,978.56.
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. Asset Mgmt./Mapping & GIS
9. Pump House/Scada
10.New Sources
11. Cross-Connection Control
12. Misc. Field Projects
13. DES Sanitary Survey
14. RT93 Diesel Spill

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Attorney Report:

Old Business:

New Business:

Motion made by James O'Brien seconded by Michael St. Germain 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 Michael St. Germain. 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 Michael St. Germain 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 6:25 Motion made by Michael St. Germain seconded by James O'Brien

Respectfully submitted by : Nancy Philibotte

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HVWP SUPERINTENDENT'S REPORT
January 31, 2023

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Finalized CY23 operating budget preparation, including CY22 fiscal summary. Attended Budget Committee hearing on Jan. 19th; CY23 budget was recommended in full by the Committee. Completed Feb. 1st billing; mailed on 1/27 five days ahead of schedule. Prepared Jan. 2023 HVWP newsletter. Distributed current Policy Handbook binders to all personnel. Coordinated health and life/disability insurance program enrollment changes/corrections. Finalized CY23 commercial liability and Worker's Comp policies/premiums, including updated cyber application. Started CY23 audit preparation. Added email for Matt G. and Sarah.

2. **Bills/Financials –** Jan. 30th P&L statement shows estimated 2023 operating revenues at $84K (or 5%) and expenses at $88K (or 6%) at 8% of the way through the CY23 budget. Balances as of Jan. 30th are TD account = $62K and PDIP account = $362K. First quarter billings increased 6% relative to CY22. Responded to late fee dispute with long-term customer; updated web site and invoice template to clarify related issues.

3. **Water Quality** – Routine January testing completed; bacteria = absent and distribution = normal. Voluntary Mn results at wells ranged from ~ 0.04 mg/l to 0.14 mg/l (proposed notification level = 0.1 mg/l). NHDES notification received on 1/24 re: indefinite suspension of proposed enforceable Mn standard. The quarterly disinfection byproduct (DBP) monitoring report was prepared and submitted.

4. **Water Use/Diversion** – Water usage is at its seasonal low and well/pond levels are excellent. The annual diversion monitoring report for NHDES was prepared and submitted. Drought monitoring graphs updated.

5. **Pike Quarry** – No blasts occurred in the last month. Annual lease payment received.

6. **Training** – Matt passed the exam for his T2 (Treatment Level 2) Operator's certification.

7. **Planning & Construction** – Continued extensive coordination with the Town, Underwood Engr., Tata & Howard, Sewer Dept. and developers re: Granite Woods, including extensive follow-up on conditional HVWP approvals for "on-site" and "off-site" construction; "off-site" construction meetings on 1/5 and 1/26; the 1/12 "on-site" pre-con meeting; and submittal of a $379K funding request to the Town for completing the Meadowcrest water main. Coordination re: various projects including Black Diamond auto wash (1554 Hooksett Rd incl. ongoing edits to utility plan). Participated in 1/25 Town utility coordination meeting.

8. **Asset Mgmt./Mapping & GIS** – Coordinated GIS file submittal to Weston & Sampson for CCVA project.

9. **Pump House/SCADA** – Completed LED lighting upgrade at East Station.

10. **New Sources** – Notified by NHDES that $50K planning grant application will be awarded to HVWP for new source exploration. Misc. coordination re: Pluorde gravel pit auction scheduled for 1/31.

11. **Cross-Connection Control** – Submitted annual report to NHDES; in CY22, completed 509 tests/retests on 367 backflow devices. Inspected non-permitted irrigation system backflow device on 1/30. Finalized testing contractor agreement for selected devices in CY23.

12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; one installed since Dec. and total so far = 1166. Shutoffs, finals and customer bacteria samples completed as needed. Snow removal and hydrant shoveling. Removed Christmas lights and met with

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Heritage Commission re: bridge lighting. Continued CDMA meter endpoint replacement program; 17 installed in Jan. and total so far = 326.

13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H and local property owners. Completed the pre-construction meeting on 1/11; the start of easement construction (tree clearing, grading and initial pipe-laying); public notification including two on-site neighborhood meetings on 1/25; a NHDES shoreland permit update; submittal of tank replacement design plans to NHDES; and ARPA payment request preparation.
14. **RT93 Diesel Spill** – Verdantas comments submitted to NHDES on 1/23.

APPROVED