HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF FEBRUARY 28th 2023

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

Meeting opened at 6:00 p.m.

Motion made by James O'Brien seconded by Michael St. Germain to accept minutes for January 31st, 2023 meeting.

Treasurer's Report:

Cleared balance as of January 2023: $92,844.48
Uncleared transactions of $33,636.95 leaving a Register balance $61,208.31
NHPDIP Investment balance: open $436,881.52 int: $1,408.24 withdraw: $75,000.00 Close: $363,289.76
NHPDIP System Dev balance: open: $0.00 deposit: $51,873.43 int: $196.64 Close$52,070.07

Report accepted as presented by Russell Pelletier seconded by Michael Jache

Collector's Report:

Month opened with $-4,978.56 due, $-974.68 backdated items $263,122.15 quarterly billing, $321.20 final bills, $-167,896.57 collections $1,394.11 misc. $0.00 refund, $148.75 return check $ 0.00 adjustments, $ 0.00 penalties, leaving $91,136.40.
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. 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

APPROVED

Attorney Report:

Old Business:
Discussion RE: Verizon cell tower equipment being changed. Continue discussion next meeting.

New Business:

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 Russell Pelletier seconded by Michael Jache. 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 Russell Pelletier seconded by Michael Jache 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 6:56 Motion made by Michael St. Germain seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT
February 28, 2023

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Updated web site and development project checklist. Prepared CY23 water hauler invitation. Meter changeout requests sent out to old deduct meter owners, with follow-up scheduling. Continued CY23 audit preparation. Prepared comprehensive update of *Water Service Application*, including ADU info. Completed review of alternative hydrant options and modified HVWP specifications to include Clow Medallion.

2. **Bills/Financials –** Feb. 27th P&L statement shows estimated 2023 operating revenues at $351K (or 23%) and expenses at $159K (or 10%) at 16% of the way through the CY23 budget. Balances as of Feb. 27th are TD account = $85K and PDIP account = $465K. Initiated $50K transfer from TD to PDIP.

3. **Water Quality** – Routine February testing completed; bacteria = absent and distribution = normal. Voluntary Mn results at wells ranged from ~ 0.02 mg/l to 0.12 mg/l (some samples above SMCL of 0.05 mg/l). Fe was also tested with results ranging from ND to 0.5 mg/l (SMCL = 0.3 mg/l). Notified by NHDES that $35K planning grant application was successful and will be awarded to HVWP for Mn treatment feasibility study.

4. **Water Use/Diversion** – Water usage remains at its seasonal low and well/pond levels are excellent. The diversion was operated briefly during a runoff period from Feb. 14th – 16th. Dropped off rain barrel at Cawley for Apr. 19th water conservation seminar co-sponsored with the Garden Club and Library.

5. **Pike Quarry** – No blasts occurred in the last month. Seismograph calibration check completed/successful.

6. **Training** – Mike attended Feb. 22nd Water ISAC cyber insurance webinar. All field staff received hands-on in-house training on the Clow hydrant from the manufacturer on Feb. 21st.

7. **Planning & Construction** – Continued extensive coordination with the Town, Underwood Engr., Tata & Howard, Sewer Dept. and developers re: Granite Woods, including "on-site"/"off-site" shop drawing reviews; "off-site" construction recon; "off-site" construction meeting preparation (rescheduled for Mar. 2nd); and execution of an agreement with Town to complete a NHDWG Trust Fund application for completing the Meadowcrest water main. Coordination re: various projects including 1554 Hooksett Rd (temp water), 1504 Hooksett Rd / 4 Pleasant St (new service inquiries), 498 West River Rd (executed water service contract) and 2 College Park Dr (Cigna water utility inquiry). Reviewed Town's RFP for landfill solar project and placed inquiry to Town about feasibility of participating in that project. Continued discussion with Verizon about antennae replacement project for Manor Dr Tank. Obtained Highland St. water main proposal.

8. **Asset Mgmt./Mapping & GIS** – Hired Brown Engr. to survey HVWP lands in South Station area.

9. **Pump House/SCADA** – Purchased new fabricated custom brackets for soda mixer at South Station. Attended Feb. 7th meeting of NEMVCC (chemical bid consortium). New pH sensor installed in SL1000.

10. **New Sources** – Reviewed NHDES grant application award requirements with Verdantas. Placed detailed inquiry to Town of Bow re: status of interconnection project, highlighting funding coordination. Researched availability of other inter-municipal water agreements.

11. **Cross-Connection Control** – Inspected non-permitted irrigation system backflow device on 1/30. Mike successfully renewed his NEWWA certification as Cross Connection Control Surveyor.

APPROVED

12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 22 installed since Jan. and total so far = 1188. Shutoffs, finals and customer bacteria samples completed as needed. Snow removal and hydrant shoveling. Continued CDMA meter endpoint replacement program; 1 installed in Feb. and total so far = 327. Brake replacement on blue Chevy utility truck. Initial discussions re: improvements to project mapping program. Emergency response re: 290 West River Rd. frozen sprinkler line. Coordination re: meter bypass removal.

13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H, contractor (Park Const.) and local property owners on Vista Drive water main contract. Continued easement construction (tree clearing, grading and initial pipe-laying) and held on-site progress meeting on Feb. 10th. Submitted tank replacement design plans to NHDES and received approval to bid. ARPA payment request coordination ongoing.

14. **RT93 Diesel Spill** – Hosted site reconnaissance meeting with NHDES on Feb. 15th; monitoring well installation scheduled for Mar. 13th – 15th. Coordinated with Verdantas and Brown Engr.

APPROVED