HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF MARCH 28th 2023

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

Meeting opened at 6:00 p.m.

Motion made by James O'Brien seconded by Russell Pelletier to accept minutes for February 28th , 2023 meeting.

Treasurer's Report:

Cleared balance as of February 28th 2023: $136,288.43
Uncleared transactions of $17,945.59 leaving a Register balance $118,342.84
NHPDIP Investment balance: open $363,289.76 deposit:$ 50,000.00 withdrawal:$0.00 Int: $ 1,335.48 Close: $414,625.14
NHPDIP System Dev balance: open: $52,070.07 deposit: $0.00 withdrawal:$0.00 int: $185.89 Close$52,255.96

Report accepted as presented by Russell Pelletier seconded by Michael St. Germain

Collector's Report:

Month opened with $91,136.40 due, $-698.45 backdated items $0.00 quarterly billing, $393.71 final bills, $-92,689.02 collections $11,722.44 misc. $0.00 refund, $0.00 return check $ -325.00 adjustments, $ 8,558.72 penalties, leaving $18,098.80.
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.New Sources
11. Cross-Connection Control
12. Misc. Field Projects
13. DES Sanitary Survey
14. RT93 Diesel Spill

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

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Attorney Report:
Continue discussion on Verizon Cell tower

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

New Business:
Motion made by James O'Brien that the Hooksett Village Water Precinct Board of Water Commissioners voted to enter into Drinking Water Sustainability grant agreements with the New Hampshire Department of Environmental Services to fund the water system improvement projects titled Manganese Treatment Evaluation and New Source Alternatives Study, and to further authorize Superintendent Michael Heidorn or Assistant Superintendent Matthew Norris to execute any documents which may be necessary to effectuate these grant agreements. Seconded by Russell Pelletier. Voice 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 6:28 Motion made by James O'Brien seconded by Michael St. Germain

Respectfully submitted by : Nancy Philibotte

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HVWP SUPERINTENDENT'S REPORT
March 28, 2023

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Updated web site. Sent CY23 water hauler invitations. Coordinated purchase and installation of copier replacement. Continued scheduling of old meter changeouts. Continued CY23 audit preparation; began audit 3/27. Prepared comprehensive draft update of *Schedule for Water Service*. Coordination re: Verizon cell agreement modification, including 3/8 meeting w/MSG. Investigated customer notification applications.
2. **Bills/Financials –** Feb. 27th P&L statement shows estimated 2023 operating revenues at $363K (or 23%) and expenses at $348K (or 22%) at 24% of the way through the CY23 budget. Balances as of Feb. 27th are TD account = $22K and PDIP non-retainage accounts = $467K. Sent out 177 late notices on total outstanding balance of $49K (19% of quarterly billing) representing over $8K in late fees. One account was ultimately shut off for non-payment. Made fourth annual tank loan payment of $110K.
3. **Water Quality** – Routine March testing completed; bacteria = absent and distribution = normal. Voluntary Mn results at wells ranged from ~ 0.02 mg/l to 0.11 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). Coordinated additional NHDES grant application award requirements with Tata & Howard for Mn treatment feasibility study. Prepared annual Consumer Confidence Report required by NHDES and began distribution.
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 Mar. 8th - 10th.
5. **Pike Quarry** – No blasts occurred in the last month.
6. **Training** – First aid / CPR training scheduled with CHWP and Sewer Dept. Mike completed CPES' *Hydrostructural Geology* class on 3/14-15.
7. **Planning & Construction** – Misc. project planning/coordination, including 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; and the "off-site" construction meeting on Mar. 2nd.
8. **Asset Mgmt./Mapping & GIS** – Survey coordination for HVWP lands in South Station area; added in marking of (a) Pike/HVWP boundary at the Quarry Tank and (b) HVWP/PSNH boundary near the Station.
9. **Pump House/SCADA** – Installed new custom brackets for soda mixer at South Station, including piping adjustments and tank cleaning. Rebuilt and upgraded Cl pump at East Station.
10. **New Sources** – Coordinated additional NHDES grant application award requirements with Verdantas.
11. **Cross-Connection Control** – Began spring testing.
12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 9 installed since Feb. and total so far = 1197. Shutoffs, finals and customer bacteria samples completed as needed. Snow removal and hydrant shoveling. Continued CDMA meter endpoint replacement program. Verification of meter bypass removal on West River Rd. Manor and Quarry Tanks cleaned/inspected 3/27-28. Met w/GSRWA 3/22 to discuss drone program.
13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H, contractor (Park Const.) and local property owners on Vista Drive water main contract. Restarted construction on 3/27; held on-site progress meeting on 3/7; and completed test pits and surveying to verify work to

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date and plan of action moving forward. Held tank replacement pre-bid meeting on 3/15. ARPA payment requests (#1/#2) coordination ongoing.

14. **RT93 Diesel Spill** – Monitoring well installation completed Mar. 16th – 17th.

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