HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF APRIL 25th 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/ Clerk/Collector Nancy Philibotte, Supt. Michael Heidorn Absent:

Meeting opened at 6:00 p.m.

Motion made by Russell Pelletier seconded by Michael Jache to accept minutes for March 28th , 2023 meeting.

Treasurer's Report:

Cleared balance as of March 31st 2023: $45,056.48
Uncleared transactions of $7,896.26 leaving a Register balance $37,160.22
NHPDIP Investment balance: open $414,625.14 deposit:$ 0.00 withdrawal:$ Int: $ 1,664.48 Close: $416,289.62
NHPDIP System Dev balance: open: $52,255.96 deposit: $0.00 withdrawal:$0.00 int: $209.78 Close$52,465.74

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

Collector's Report:

Month opened with $18,098.80 due, $-1,823.48 backdated items $0.00 quarterly billing, $349.60 final bills, $-5,694.05 collections $9,278.40 misc. $420.00 refund, $198.10 return check $ 0.00 adjustments, $ penalties, leaving $20,827.37
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

APPROVED

Attorney Report:
Continue discussion on Verizon Cell tower

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

New Business:
Discussion re: 5&7 Edgewater and whether HVWP allows temp water service while owner constructs a home.
Need to follow information found on Town Zoning Board.

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 Michael Jache 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 Michael Jache 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 6:37 Motion made by Russell Pelletier seconded by Michael St. Germain

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT
April 25, 2023

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Updated web site. Registered CY23 water haulers. Continued scheduling of old meter changeouts. Completed field component of CY23 audit. Reviewed draft update of *Schedule for Water Service* with Atty. Branch. Continued investigating customer notification applications. Collected meter readings for May 1st billing. Coordinated medical leave for Dennis. Received resignation notice from Matt G, effective 4/28; began resumption of hiring process and interviewed two individuals on 4/24.

2. **Bills/Financials –** Apr. 24th P&L statement shows estimated 2023 operating revenues at $386K (or 25%) and expenses at $442K (or 28%) at 31% of the way through the CY23 budget. Balances as of Apr. 24th are TD account = $10K and PDIP non-retainage accounts = $419K.

3. **Water Quality** – Routine April testing completed; bacteria = absent and distribution = normal. Continued coordinating NHDES grant award requirements for Mn treatment feasibility study. Finalized annual Consumer Confidence Report (CCR) distribution. Submitted Q1 NHDES DBP report (DBPs remain low).

4. **Water Use/Diversion** – Water usage has begun its seasonal increase and well/pond levels are excellent. The diversion was operated briefly on Apr. 2nd but has remained off most of the month. Co-hosted the well-attended *Rain Barrels (and lots of other ways!) to Soak Up the Rain at Home* at the Hooksett Library on Apr. 19th with the Library, the Garden Club and NHDES.

5. **Pike Quarry** – The first blast of CY23 occurred on Apr. 20th; the impact of the blast was below our current slope stability criterion aka peak particle acceleration trigger (0.09g) and also below the proposed peak particle velocity trigger (0.9 in/sec), on both instruments.

6. **Training** – Mike attended NEWWA's *Spring Conference* on 4/5-6, NHDES' funding workshops from 4/10-13, MWWA's *Landscape Irrigation & Water System Management* class on 4/12 and GSNH's *Spring Meeting* on 4/18. Matt G attended NHWWA's new operator training classes during the weeks of 4/14 and 4/21.

7. **Planning & Construction** – Misc. project planning/coordination, including with the Town, Underwood Engr., Tata & Howard, Sewer Dept., contractors 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. 30th. Participated in Univ. Commons pre-con meeting on 4/24.

8. **Asset Mgmt./Mapping & GIS** – Ongoing survey coordination for HVWP lands in South Station area.

9. **Pump House/SCADA** – Reviewed "request" to yield FCC frequency from Eversource, and initiated application for new frequency.

10. **New Sources** – Continued coordinating NHDES grant award requirements for new source analysis.

11. **Cross-Connection Control** – Continued spring testing.

12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations, replace CDMA endpoints and install new meters; 11 installed since Mar. and total so far = 1208. Shutoffs, finals and customer bacteria samples completed as needed. Spring cleanup at stations. Met with NAPCO (PVC pipe) rep on 4/19. Began spring hydrant flushing.

APPROVED

13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H, contractor (Park Const.) and local property owners on Vista Drive water main construction. Held progress meeting on 3/29; completed, tested and activated new main the week of 4/21, including authorization and installation of additional main and two services at the end of Summit Dr. ARPA payment request #3 in preparation. Held tank replacement bid opening on 3/29; two bids were received and rejected due to cost concerns; new bid opening scheduled for 5/4. Researched possible easement needs in tank area.
14. **RT93 Diesel Spill** – Monitoring wells sampled on 4/5; results pending.

APPROVED