# HOOKSETT VILLAGE WATER PRECINCT
# MINUTES OF MAY 30th 2023

Present at the meeting were: 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 Commissioners

Meeting opened at 6:01 p.m.

Motion made by Russell Pelletier seconded by Jim O'Brien to accept minutes for April 25$^{5h}$ , 2023 meeting.

**Treasurer's Report:**

Cleared balance as of April 30$^{st}$ 2023: $30902
Uncleared transactions of $33,22.81 leaving a Register balance $-2,319.80
NHPDIP Investment balance: open $416,289.62 deposit:$ 0.00 withdrawal:$50,000.00 Int: $ 1,528.89 Close: $367,818.51
NHPDIP System Dev balance: open: $52,465.74 deposit: $0.00 withdrawal:$0.00 int: $209.50 Close$52,675.24

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

**Collector's Report**:

Month opened with $20,827.37 due, $231.95 backdated items $278,567.08 quarterly billing, $ 2,51270 final bills, $159,383.29 collections $4,956.07 misc. $0.00 refund, $0.00 return check $ -234.80 adjustments, $ penalties, leaving $147,477.08
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.
Discussion RE: 26 Riverside St-installation and payment renegotiated

**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 6:45 Motion made by Russell Pelletier seconded by Michael St. Germain

Respectfully submitted by : Nancy Philibotte

APPROVED

# HVWP SUPERINTENDENT'S REPORT
# May 30, 2023

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Updated web site. Completed May 1st billing ahead of schedule. Coordinated medical leave for Dennis. Interviewed, hired and on-boarded Jeff Wright, our new Water Operator, who started on May 15th.

2. **Bills/Financials –** May 22nd P&L statement shows estimated 2023 operating revenues at $675K (or 43%) and expenses at $534K (or 34%) at 39% of the way through the CY23 budget. Balances as of May 22nd are TD account = $46K and PDIP non-retainage accounts = $419K.

3. **Water Quality** – Routine May testing completed; bacteria = absent and distribution = normal. Continued coordinating NHDES grant award requirements for Mn treatment feasibility study. Voluntary Mn testing results for April received; levels of 0.02-0.08 mg/l similar to March and above SMCL.

4. **Water Use/Diversion** – Water usage continued its seasonal increase and well/pond levels remain excellent. No diversions to the Pond this month so far.

5. **Pike Quarry** – Four blasts occurred this month on May 2nd, 10th, 18th and 19th. The impacts of the blasts on 5/10 and 5/19 were at or above our current slope stability criterion aka peak particle acceleration trigger (0.09g). All blasts were below the proposed peak particle velocity trigger (0.9 in/sec), on both instruments.

6. **Training** – Mike and Matt attended SkillPath's webinar on staff attitude/performance on May 17th.

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 and construction recon; and the "off-site" construction meetings on May 25th. Followed up on Univ. Commons re: plan approval requirements. Participated in pre-TRC meeting and follow-up correspondence for proposed gas station at 1663 Hooksett Rd. Followed up with MSM re: main project. Resumed coordination of utility plan updates and construction at Hooksett Rd car wash.

8. **Asset Mgmt./Mapping & GIS** – Ongoing survey coordination for HVWP lands in South Station area. Initial preparation of lead service line inventory. Initial review of Town land disposal proposal #2.

9. **Pump House/SCADA** – Continued correspondence with Eversource re: FCC frequency modification; application for new frequency approved and SCADA system updated with EII on 5/15.

10. **New Sources** – Submitted final NHDES grant award agreement for new source analysis. Met with Manchester Water Works on May 2nd to discuss feasibility of emergency interconnection.

11. **Cross-Connection Control** – Finished spring testing. Starting summer 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; 14 installed since Apr. and total so far = 1222. Shutoffs, finals and customer bacteria samples completed as needed. Mowing at stations/tanks. Finishing spring hydrant flushing. On 5/24, installed new service to 26 Riverside and disconnected old service to that site from 449 West River; renegotiated payment with owner.

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 meetings on 5/4 and 5/25; a few punch list items remain but Significant Completion form has been signed.

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ARPA payment request #4 in preparation. Held new bid opening on May 4th and awarded project to Statewide Aquastore at $1.175M.

14. **RT93 Diesel Spill** – Third monitoring well installed on 5/23; initial sampling results from the first two wells showed a trace of naphthalene in one well. Additional sampling to be completed in June.

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