HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF AUGUST 29th 2023

Present at the meeting were:, Commissioner 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 6:05 p.m.

Motion made by James O'Brien seconded by Michael St. Germain to accept minutes for July 25th , 2023 meeting.

Treasurer's Report: June :

Cleared balance as of June 2023: $475,205.38
Uncleared transactions of $ 335,806.75 leaving a Register balance 139,398.63
NHPDIP Investment balance: open $369,393.02 deposit:$ 0.00 withdrawal:$0.00 Int: $1554.98 Close: $ 370,948.00
NHPDIP System Dev balance: open: $52,900.73 deposit: $0.00 withdrawal:$0.00 int: $ 222.69 Close$ 53,123.42

Cleared balance as of July 25th 2023: $127,850.54
Uncleared transactions of $ 32,662.62 leaving a Register balance 95,187.92
NHPDIP Investment balance: open $370,948.00 deposit:$100,000.00 withdrawal:$0.00 Int: $1636.77 Close: $472,584.77
NHPDIP System Dev balance: open: $53,123.42 deposit: $0.00 withdrawal:$0.00 int: $234.40 Close$53,357.82

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

Collector's Report:

Month opened with $29,025.36 due, $-127.25.00 backdated items $326,274.17 quarterly billing, $ 1,120.73 final bills, $-211,696.44 collections $2,519.04 misc. $0.00 refund, $240.00 return check $ -190.85 adjustments, $ 0.00 penalties, leaving $147,119.76
Report accepted as presented by Michael St Germain 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

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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

Attorney Report:
Continue discussion on Verizon Cell tower proposal update
Pond use discussion

Old Business:

New Business:

Motion made by Russell Pelletier seconded by James O'Brien 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 James O'BrienAll 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 O'Brien 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.

APPROVED

Meeting adjourned at 6:38 Motion made by James O'Brien seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT
August 29, 2023

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Updated web site. Mailed August bills. Nancy is now a Notary Public. Finalized research on, contracted with, and completed first coordination meeting with new customer notification service (OnSolve/Code Red). Set up cybersecurity assessment meeting with DHS for Oct. 3rd. 2022 financial audit was finalized and distributed; demonstrated ongoing financial "strength." Responded to customer sponsorship request.
2. **Bills/Financials –** August 21st P&L statement shows estimated 2023 operating revenues at $1,186K (or 76%) and expenses at $797K (or 51%) at 64% of the way through the CY23 budget. Account balances as of August 21st are TD = $210K and PDIP non-retainage = $424K. Moving $100K from TD to PDIP. Bills went out on 7/28; total Q3 water "rent" = $326K, which is below anticipated due to the wet weather.
3. **Water Quality** – Routine Aug. testing completed; bacteria = absent and distribution = normal. Kickoff meeting with NHDES re: Mn treatment feasibility study held on 7/11; T&H has begun analysis. Reviewed notice from NHDES re: PFOS contamination of private well in our WHPA.
4. **Water Use/Diversion** – Water usage was similar to last month, but a 5% increase was observed this past week. Well/pond levels remain above average due to this summer's wet weather. The diversion to the Pond was activated briefly twice this month.
5. **Pike Quarry** – Five blasts occurred this past month on 7/25 and 8/1, 8/11, 8/18 and 8/23. The impacts of the blasts were at or below our current slope stability criterion aka peak particle acceleration trigger (0.09g) and proposed peak particle velocity trigger (0.9 in/sec), on both instruments.
6. **Training** – N/A.
7. **Planning & Construction** – Misc. "on-site"/"off-site" project planning/coordination re: Granite Woods (Exit 11 to TriTown) with the Town, Underwood Engr., Tata & Howard, Sewer Dept., contractors and developers, including shop drawing reviews; construction assistance; facilitation of NHDOT permit(s); and support for the (successful) $384K Trust Fund grant application for water main extension on Meadowcrest. Identified an improved southern river crossing site and initiated funding/approval coordination. Additional plan review and approval for proposed gas station at 1663 Hooksett Rd. Miscellaneous coordination re: new service application for Bernice St. Extension; construction at University Heights and Hooksett Rd car wash; historic service work at the former Little Angels Daycare; Eversource transmission line work; solar feasibility west of RT93; proposed Verizon cell antennae upgrade at Manor Tank; and design of Highland St. Extension. Identified valve/main locations for NHDOT in advance of Hooksett Rd. resurfacing project. Responded to pond use incident and resubmitted petition to Town to collaborate on a joint pond use policy.
8. **Asset Mgmt./Mapping & GIS** – Ongoing survey coordination for HVWP lands in South Station area. Continued preparation of lead service line inventory and updating of service tie cards including curb valve location/verification in the field as needed; coordination w/MSG re: Post Rd. area curb valve mapping. Ongoing coordination with CHWP and NHPUC re: updates to water service area mapping for the town.
9. **Pump House/SCADA** – Calibrated analyzers and ordered sensor maintenance supplies.
10. **New Sources** – Received G&C approval to proceed with grant-funded new source study.
11. **Cross-Connection Control** – Summer testing nearing completion.

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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 July and total so far = 1242. Shutoffs, finals, chemical deliveries and customer bacteria samples completed as needed. Mowing at stations/tanks. Replaced old hydrant on Pinnacle St on July 26th. Responded to main break emergency at 453 West River Rd. (longitudinal break on 1950s AC) this past weekend.
13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H, property owners and contractors (Park Const./Statewide) on water main and tank replacement projects. Initiated survey/design of supplementary alternative tank access and main replacement (Hooksett Rd to Main St) projects, incl. ongoing coordination w/Granite Heights representatives. Scheduled triennial NHDES sanitary survey.
14. **RT93 Diesel Spill** – N/A (report pending).

APPROVED