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

Meeting opened at 6:03 p.m.

Motion made by Russell Pelletier seconded by James O'Brien to accept minutes for October 31st , 2023 meeting.

Treasurer's Report:

Cleared balance as of October 2023: $183,737.28
Uncleared transactions of $22,433.73 leaving a Register balance 161,303.55
NHPDIP Investment balance: open $476,748.36 deposit:$ 11,200.00
withdrawal:$141,000.00 Int: $2,675.18 Close: $ 579,422.54
NHPDIP System Dev balance: open: $53,603.40 deposit: $26,730.00 withdrawal:$0.00
int: $ 273.71 Close$ 80,846.74

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

Collector's Report:

Month opened with $20,737.05 due, $-742.40 backdated items $3458,947.34 quarterly billing, $194.85 final bills, $-236,326.82 collections $8,364.36 misc. $0.00 refund, $0.00 return check $ 105.00 adjustments, $ 0.00 penalties, leaving $138,069.38
Report accepted as presented by James O'Brien seconded by Russell Pelletier

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:

Old Business:

New Business:

Motion made by Michael Jache seconded by James O'Brien to withdraw from Repair and Replacement Fund not to exceed $75,000.00 for Meadowcreast Main Project.

Motion made by Michael Jache seconded by James O'Brien to except the 2024 Operating Budget at $1,610,531.18

Motion made by Michael Jache 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 Michael Jache seconded by James O'Brien 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 James 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.

Meeting adjourned at 6:37 Motion made by Russell Pelletier seconded by Michael St. Germain

Respectfully submitted by : Nancy Philibotte

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HVWP SUPERINTENDENT'S REPORT
November 28, 2023

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Training session with new customer notification service (OnSolve/Code Red) on Nov. 7th. Comprehensive 2024 draft budget update completed. Ongoing coordination re: 2024 health/liability insurance agreements and proposed billing program enhancements, including meetings w/TD and CUSI on Nov. 8th.
2. **Bills/Financials –** Nov. 27th P&L statement shows estimated 2023 operating revenues at $1,567K (or 101%) and expenses at $1,088K (or 70%) at 90% of the way through the CY23 budget. Account balances as of Nov. 27th are TD = $159K and PDIP non-retainage = $519K. Moved $141K from PDIP into source development and water main trust funds in accordance with 2023 warrant articles.
3. **Water Quality** – Routine Nov. testing completed; bacteria = absent and distribution = normal.
4. **Water Use/Diversion** – Water usage continued its seasonal decline. Well/pond levels remain satisfactory. The diversion to the Pond was activated on Nov. 21st and is still running.
5. **Pike Quarry** – No blasts occurred this past month.
6. **Training** – Jeff received his "T1" treatment operator certification effective 11/27.
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 construction meetings; plan updates; field assistance; Meadowcrest grant application follow-up and meetings; escrow update for GW; and extensive funding/planning coordination for an improved southern river crossing site. Ongoing coordination re: University Heights bonding and construction docs; solar feasibility studies (w/Kearsarge Energy and Town); design of Highland St. Extension.
8. **Asset Mgmt./Mapping & GIS** – Final plan for HVWP lands in South Station area was recorded at the Registry and provided to the Assessor. Continued preparation of lead service line inventory and updating of service tie cards including curb valve location/verification in the field as needed. Inventory work included ongoing coordination re: galvanized services in order to confirm DES approval to try statistical analysis.
9. **Pump House/SCADA** – Installed new high efficiency hot water tank for soda ash feed at South Station. Completed annual source and hydrant meter calibration tests on Nov. 9th.
10. **New Sources** – Ongoing coordination with Verdantas and NHDES on the new source study.
11. **Cross-Connection Control** – Fall testing nearing completion; 5 tests and 2 retests remaining.
12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 7 installed since Oct. and total so far = 1274. Shutoffs, finals, chemical deliveries and customer bacteria samples completed as needed. Final mowing at stations/tanks. Asphalt at West River Rd. main break was repaired/replaced. Finished fall flushing and hydrant checks; one hydrant was repaired on Main St. Completed fall pump station cleanups. Excavated and provided service repair at 7 Morgan Dr on Nov. 21st; plugged corp valve was the culprit.
13. **DES Sanitary Survey** – Received 2023 Sanitary Survey report from NHDES; their detailed inspection confirmed that "the system is currently in compliance" and "operated in a professional manner." Ongoing coordination w/NHDES, T&H, landowners and contractors (Park Const./Statewide) on water main and tank replacement projects, including but not limited to: Tank phase construction coordination, supplemental tank access and main replacement planning, disbursement package preparation and supplemental funding coordination. The old

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tank was demolished; the foundation area has been excavated; and the tank fill pipe, associated valving and nearby hydrant have been installed.

14. **RT93 Diesel Spill** – Verdantas provided comments on the draft monitoring report to NHDES.

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