HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF SEPTEMBER 26th 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 6:02 p.m.

Motion made by Russell Pelletier seconded by Michael Jache to accept minutes for September 26th , 2023 meeting.

Treasurer's Report:

Cleared balance as of September 2023: $134,601.26
Uncleared transactions of $9,472.84 leaving a Register balance 125,127.42
NHPDIP Investment balance: open $474,344.30 deposit:$ 0.00 withdrawal:$0.00 Int: $2,404.06 Close: $ 476,748.36
NHPDIP System Dev balance: open: $53,603.40 deposit: $0.00 withdrawal:$0.00 int: $ 238 Close$ 53,603.40

Report accepted as presented by James O'Brien seconded by Michael Jache

Collector's Report:

Month opened with $147,119.760 due, $-1,119.76.00 backdated items $0.00 quarterly billing, $ 331.70 final bills, $-127,209.94 collections $3,536.28 misc. $0.00 refund, $0.00 return check $ -123.39 adjustments, $ 0.00 penalties, leaving $31,243.06
Report accepted as presented by Michael Jache 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

APPROVED

Report accepted as presented by Michael Jache seconded by James O'Brien

Attorney Report:

Old Business:
Kearsage- site visit and still in talks

New Business:
Need to petition for boundries and send to town council

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 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.

Meeting adjourned at 6:46 Motion made by James O'Brien seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT
September 26, 2023

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Completed two coordination meetings with new customer notification service (OnSolve/Code Red).
2. **Bills/Financials –** Sept. 25th P&L statement shows estimated 2023 operating revenues at $1,213K (or 78%) and expenses at $916K (or 59%) at 73% of the way through the CY23 budget. Account balances as of Sept. 25th are TD = $112K and PDIP non-retainage = $628K. Sent out 181 late notices on Sept. 8th on total outstanding balance of $55K (~17% of quarterly billing) representing ~$9K in late fees. Fifteen accounts ultimately received shut off notices for non-payment. One was shut off but has been returned to service.
3. **Water Quality** – Routine Sept. testing completed; bacteria = absent and distribution = normal. Monthly voluntary Fe/Mn testing completed on 8/30 and 9/13; many samples >SMCLs and South Well > proposed notification standard for Mn. Bacteria samples for the new water main on and N of Cross Rd were ND. Addressed customer water quality concern re: dark staining.
4. **Water Use/Diversion** – Water usage has begun its seasonal decline, dropping on average about 100K GPD. Well/pond levels remain above average due to this summer's wet weather. The diversion to the Pond was activated from Sept. 11th-15th.
5. **Pike Quarry** – Two blasts occurred this past month on 9/1 and 9/12. The 9/1 blast impact was above our current slope stability criterion aka peak particle acceleration trigger (0.09g) on both of the seismometers. Both blasts were below the proposed peak particle velocity trigger (0.9 in/sec), on both instruments.
6. **Training** – Jeff attended the NEWWA backflow testing certification class from 9/12 to 9/15. Mike went to GSRWA's Operator Field Day on 9/12. All field staff attended First Aid/CPR training at CHWP on 9/20.
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 plan updates; construction assistance; facilitation of NHDOT permit(s); Meadowcrest grant application follow-up and meeting w/Town Council; and funding/planning coordination for an improved southern river crossing site. Miscellaneous coordination w/MSM re: water main loop from Library to Bursar Rd. Rec'd new service application for Bernice St. Extension. Provided review of outstanding construction needs and bond release requirements for University Heights and Hooksett Rd car wash. Met w/Kearsarge Energy on Sept. 19th re: solar feasibility west of RT93. Facilitated design of Highland St. Extension.
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. Ongoing coordination re: updates to water service area mapping for the town, including research at the Town Clerk's office and subsequent historical deed review.
9. **Pump House/SCADA** – Cleaned analyzers and completed pH sensor maintenance. Worked with EII on routine SCADA improvements as well as ongoing troubleshooting of false alarms. Coordinated EII SCADA and electrical work to be completed for Thompson Corner Tank replacement.
10. **New Sources** – Met with Verdantas and NHDES on Sept. 7th to kick off the new source study.
11. **Cross-Connection Control** – Fall testing scheduled and starting soon.

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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; 13 installed since Aug. and total so far = 1255. Shutoffs, finals, chemical deliveries and customer bacteria samples completed as needed. Mowing at stations/tanks. Patched and monitored pavement at 453 West River Rd., site of last month's main break.
13. **DES Sanitary Survey** – Prep for and completion of detailed triennial sanitary with NHDES on Sept. 21st. 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 preconstruction coordination, supplemental tank access and main replacement planning, correspondence and meeting w/Granite Heights.
14. **RT93 Diesel Spill** – N/A (report pending).

APPROVED