HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF DECEMBER 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 6:03 p.m.

Motion made by James O'Brien seconded by Michael Jache to accept minutes for November 28th , 2023 meeting.

Treasurer's Report:

Cleared balance as of November 2023: $184,941.92
Uncleared transactions of $505.84 leaving a Register balance 185,447.76
NHPDIP Investment balance: open $579,423.54 deposit:$ 0.00 withdrawal:$141,000.00 Int: $2013.38 Close: $ 440,436.92
NHPDIP System Dev balance: open: $80,846.74 deposit: $0.00 withdrawal:$0.00 int: $ 363.51 Close$ 81,210.25

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

Collector's Report:

Month opened with $138,069.38 due, $-1,281.80 backdated items $0.00 quarterly billing, $454.95 final bills, $-124,153.42 collections $3,904.97 misc. $0.00 refund, $205.25 return check $ -983.35 adjustments, $ 6,147.23 penalties, leaving $22,363.21
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

APPROVED

Attorney Report:

Old Business:
James O'Brien made a motion seconded by Russell Pelletier clarifying that when they approved the 2024 Operating Budget at the November 28, 2023 monthly meeting, that included the CIP, Wage Scale, Wage Schedule, Rate Schedule and any addendums that make up$1,610,531.18.

New Business:

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 6:25 Motion made by Russell Pelletier seconded by James O'Brien

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT
December 26, 2023

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Troubleshooting the new customer notification service. 2024 budget review completed including updated cash flow analysis, DRA submittal and warrant preparation. Ongoing coordination re: 2024 health/liability insurance agreements/enrollments and proposed billing program enhancements. Preliminary research on Precinct response to recent cyber incidents.

2. **Bills/Financials –** Dec. 18th P&L statement shows estimated 2023 operating revenues at $1,586K (or 102%) and expenses at $1,227K (or 79%) at 96% of the way through the CY23 budget. Account balances as of Dec. 18th are TD = $126K and PDIP non-retainage = $519K. Sent out 134 late notices on Dec. 10th on total outstanding balance of $38K (~11% of quarterly billing) representing ~$6K in late fees. Shut offs for non-payment scheduled for Dec. 27th.

3. **Water Quality** – Routine Dec. testing completed; bacteria = absent and distribution = normal. Full suite of samples collected at N/S/SBU Wells for SOCs/VOCs/PFAS/Mn/NO3/radiologicals; results pending but preliminary report shows only a trace of uranium at the N Well. Submitted 3-year monitoring waiver application to NHDES and completed PSOC inspections in our SPA.

4. **Water Use/Diversion** – Water usage continued its seasonal decline. Well/pond levels above average, with pond at maximum. The diversion to the Pond was terminated on Dec. 14th.

5. **Pike Quarry** – Blasting season is over. Monitoring reimbursements pending.

6. **Training** – Water operator licenses have been renewed with NHDES. Mike/Matt attended the NHDES LCRR Compliance webinar on Dec. 6th.

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 including meeting on Dec. 14th and draft Town agreement preparation; and ongoing funding/planning coordination for a southern river crossing site. The off-site water main work was completed in Dec. including the directional drill from RT3A to Hackett Hill Rd. Received University Heights as-builts (to be reviewed). Met w/ Kearsarge Energy on Dec. 14th to review solar feasibility study and net metering proposal. Finalized design of Highland St. Extension; engineering estimate ~ $0.5M. Met w/PWW on Dec. 19th to review PWW local main self-installation program. Submitted enforcement notice re: new service agreement on West River Rd. Provided preliminary comments on NHDOT resurfacing plans for RT3 / RT3A in 2024.

8. **Asset Mgmt./Mapping & GIS** – 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 use statistical analysis. Planning more digging for 2024.

9. **Pump House/SCADA** – Annual source and hydrant meter calibration test results received; all of our meters were within tolerance but some work is needed at the CHWP interconnection meter. Completed accuracy testing on a large batch of service meters that were recently removed.

10. **New Sources** – Ongoing coordination with Verdantas/NHDES on the new source study; lit. review nearly completed; test drilling to be scheduled. Discussed interconnection feasibility with PWW and CHWP. Submitted request for site access to Continental (for drilling).

11. **Cross-Connection Control** – Wrapping up 2023 testing season.

APPROVED

12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 33 installed since Nov. and total so far = 1307. Shutoffs, finals, chemical deliveries and customer bacteria samples completed as needed.
13. **DES Sanitary Survey** – 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/meetings, supplemental tank access and main replacement planning, disbursement package preparation and supplemental funding coordination. The foundation and floor for the new tank have been installed and additional site work associated with the water main out to the road is underway. The project is back on schedule thanks to the extra field coordination efforts of our staff and T&H.
14. **RT93 Diesel Spill** – Waiting on response from NHDES to Verdantas comments.

APPROVED