HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF APRIL 30th 2024

Present at the meeting were : Commissioners Michael Jache, Russell Pelletier, Michael St. Germain, James O'Brien, Treasurer Scott Ewing, Attorney BJ Branch, Office Manager/ Clerk/Collector Nancy Philibotte, Supt. Michael Heidorn, Malcolm Bliss/Kearsage
Absent: Todd Smith

Meeting opened at 6:00 p.m.

Motion made by James O'Brien seconded by Michael St. Germain to accept minutes for March 26, 2024 meeting.

Presentation/discussion from Malcolm Bliss-Kearsage

Treasurer's Report:
Cleared balance as of March 2024: $ 89,403.79
Uncleared transactions of $11,009.22 leaving a Register balance $78,394.57
NHPDIP Investment balance: open $469,839.52 deposit:$ 0.00 withdrawal:$0.00 Int: $2,26.55 Close: $ 499,103.07
NHPDIP System Dev balance: open: $82,309.12 deposit: $0.00 withdrawal:$0.00 int: $ 374.99 Close$ 82,684.11

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

Collector's Report:
Month opened with $28,370.39 due, $-20.00 backdated items 0.00 quarterly billing, $90.40 final bills, $-26,884.43 collections $5,876.38 misc. $0.00 refund, $335.10 return check $ -2,750.18 adjustments, $ 0.00 penalties, leaving $5,017.66
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

Draft minutes not reviewed by Precinct. These may contain inaccuracies and should not be relied upon as public record.

12. Misc. Field Projects
13. DES Sanitary Survey
14. RT93 Diesel Spill
Report accepted as presented by Michael Jache seconded by James O'Brien

Attorney Report:
Discussion- water haulers

Old Business:
Motion to consider letter of intent with kearsage-Discussion-Signed by Michael Heidorn. Legal contract to be reviewed by BJ

New Business:

Motion made by James O'Brien seconded by Michael St. Germain 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 Michael St. Germain 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 Michael St. Germain 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 7:14 Motion made by Michael Jache seconded by James O'Brien

Respectfully submitted by : Nancy Philibotte

Draft minutes unreviewed by Precinct. These may contain inaccuracies and should not be relied upon as public record.

HVWP SUPERINTENDENT'S REPORT
May 28, 2024

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Continued assembling list of depreciated values for distribution assets (mains, services, hydrants). Submitted current budget summary to Budget Committee.
2. **Bills/Financials** – May 20th P&L statement shows estimated 2024 operating revenues at $763K (or 47%) and expenses at $679K (or 42%) at 39% of the way through the CY24 budget. Account balances as of May 20th are TD = $70K , PDIP investment = $364K and PDIP system development = $83K. Mailed May 1st water bills totaling $285K (2.4%↑ vs May 2023). Submitted NHDES funding compliance checklist report. Processed about a dozen positive pay "suspects;" check fraud is still occurring but we are catching it now. Received $9,500 reimbursement from TD for the initial fraud incident.
3. **Water Quality** – Routine May testing completed; bacteria = absent and distribution = normal. Coordinated Mn treatment feasibility grant reimbursement. Annual water quality report ("CCR") published.
4. **Water Use/Diversion** – Water usage is increasing seasonally (up ~59% since April, ~336KG/day). Well/pond levels remain high. No diversions to the Pond occurred in May.
5. **Pike Quarry** – Four blasts occurred this past month on 4/30, 5/8, 5/16 and 5/20. During two of the blasts, results on our seismometer were slightly higher than our current slope stability criterion aka peak particle acceleration trigger (0.09g). No blasts exceeded the proposed peak particle velocity trigger (0.9 in/sec).
6. **Training** – Mike attended NHDES' *Drinking Water Infrastructure Project Disbursement Request Office Hour* on 5/7 and USEPA's *Technical Assistance for Pb* on 5/21.
7. **Planning & Construction** – Misc. TIF project planning/coordination with the Town, Underwood Engr., Tata & Howard, Sewer Dept., contractors and developers, including "off-site" Granite Woods project (Contracts 2 & 2A); Contracts #3/#4 plans; Tri-Town water extension tie-in (completed at night on 5/2) and electric utility co-location; and change order work for the Meadowcrest area (95% completed). Ongoing engineering evaluation of southern river crossing site; planning to submit as NHDES SRF pre-application by 5/31. Coordination re: HVWP solar net metering agreement (capacity reserved; agreement under review by Atty. Branch) and proposed Verizon upgrade at Manor Tank. Final comments submitted on plan for glass processing facility at 3 Cate Rd. Pre-construction coordination initiated for gas station at 1663 Hooksett Rd. Began preparation for presentation at June 3rd TIF Committee meeting.
8. **Asset Mgmt./Mapping & GIS** – Continued updating service area map(s) and following up extensively with adjacent utilities to confirm service area boundaries.
9. **Pump House/SCADA** – Daily pump house inspections completed, w/associated maintenance as needed.
10. **New Sources** – Pursued access to four most viable test well areas.
11. **Cross-Connection Control** – Spring device testing completed; summer testing will begin soon.
12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 6 installed since Apr., total so far = 1377, Shutoffs, finals, chemical deliveries and customer bacteria samples completed as needed. In-house work re: Highland St. main replacement nearly completed including water main/service installation; temp water discontinued 5/23. Coordination re: possible provision of water for Old Home Day duck race. Replaced service at 8 Meadowcrest in connection with TIF project. Coordination of 498 West River Rd service work.
13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H, landowners and Statewide on tank replacement including construction coordination/meetings; main replacement planning/bidding; and disbursement package preparation. Continued coordinating water and sewer easement w/1616 Hooksett Rd (house sale pending). Fencing is almost complete; coordination re: power/controls/propane/final site work ongoing and waiting on Eversource to erect new pole. Paving dispute with NHDOT under discussion; summary letter submitted and meeting scheduled on 5/28. Paving repair at Vista Dr completed.
14. **RT93 Diesel Spill** – Final report received on 5/22; no contaminants detected. Submitted request to NHDES to repurpose monitoring wells as part of our proposed well sentry network.