HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF JANUARY 30th 2024

Present at the meeting were: Commissioners Michael Jache, Michael St. Germain, James O'Brien, Treasurer Scott Ewing, Office Manager/ Clerk/Collector Nancy Philibotte, Supt. Michael Heidorn, Peter Bartash/Port One, John Harding/Port One
Absent: Chairman Todd Smith, Commissioner Russell Pelletier, Attorney BJ Branch

Meeting opened at 6:00 p.m.

Peter Bartash and John Harding from Port One presented a bond adjustment summary. Motion made by James O'Brien seconded by Michael St. Germain to approve the Bond Adjustment Summary calculation as presented. Voice vote taken. All Approved.
Peter and John left meeting

Motion made by James O'Brien seconded by Michael St. Germain to accept minutes for December 26th , 2023 meeting.

Treasurer's Report:
Cleared balance as of December 2023: $76,225.46
Uncleared transactions of $25,795.16 leaving a Register balance $50,430.30
NHPDIP Investment balance: open $440,436.92 deposit:$ 50,000.00 withdrawal:$0.00 Int: $2,074.31 Close: $ 492,511.23
NHPDIP System Dev balance: open: $81,210.25 deposit: $0.00 withdrawal:$0.00 int: $ 376.96 Close$ 81,587.21

Report accepted as presented by James O'Brien seconded by Michael St. Germain

Collector's Report:
Month opened with $22,363.21 due, $0.00 backdated items $0.00 quarterly billing, $94.75 final bills, $-2,385.45 collections $285.00 misc. $0.00 refund, $0.00 return check $ 0.00 adjustments, $ 0.00 penalties, leaving $20,357.51
Report accepted as presented by James O'Brien seconded by Michael St. Germain

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

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10.New Sources
11. Cross-Connection Control
12. Misc. Field Projects
13. DES Sanitary Survey
14. RT93 Diesel Spill
Report accepted as presented by Michael St. Germain seconded by James O'Brien
Attorney Report:

Old Business:

New Business:
Granite Woods - Water main complete at Off Site from warehouse to 3A
Discussion regarding 31 Pine Street- Mike Heidorn to meet with Homeowner

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 6:53 Motion made by Michael St. Germain seconded by James O'Brien

Respectfully submitted by : Nancy Philibotte

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HVWP SUPERINTENDENT'S REPORT
January 30, 2024

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Finalized CY24 operating budget preparation, including CY23 fiscal summary and update to Policy Handbook. Attended Budget Committee hearing on Jan. 18th; CY24 budget was recommended in full by the Committee. Prepared Jan. 2024 HVWP newsletter. Finalized comprehensive draft update to Service Schedule and distributed for review. Coordinated health and life/disability insurance program enrollment changes/corrections. Finalized CY24 commercial liability and Worker's Comp policies/premiums. Began CY23 financial audit, including meeting with auditors on Jan. 29th.

2. **Bills/Financials –** Jan. 29th P&L statement shows estimated 2024 operating revenues at $103K (or 6%) and expenses at $103K (or 6%) at 9% of the way through the CY24 budget. Account balances as of Jan. 29th are TD = $79K and PDIP non-retainage = $549K. First quarter billings sent out a week ahead of schedule, providing customers with a voluntary grace period. Billings increased 13% relative to CY23.

3. **Water Quality** – Routine Jan. testing completed; bacteria = absent and Mn/distribution = normal. The quarterly disinfection byproduct (DBP) monitoring report was submitted. Draft Mn treatment feasibility report received from Tata & Howard for review.

4. **Water Use/Diversion** – Water usage continued its seasonal decline. Well/pond levels remain above average, with pond at maximum. No diversions to the Pond occurred in January. The quarterly water use report was submitted to NHDES. The annual Large Groundwater Withdrawal Permit report was also submitted.

5. **Pike Quarry** – Monitoring reimbursements for 2023 complete.

6. **Training** – Mike/Nancy attended Jan. 16th Health Trust seminar on new IRS reporting requirements. Mike/Matt attended Jan. 17th demo/training with Watts on Syncta backflow software.

7. **Planning & Construction** – Misc. "on-site"/"off-site" TIF project planning/coordination re: Granite Woods with the Town, Underwood Engr., Tata & Howard, Sewer Dept., contractors and developers, including construction meetings; plan updates; field assistance; negotiations re: draft Town-HVWP agreement and a proposed reduction in the GW bond; and ongoing funding/planning coordination for the Meadowcrest area and a southern river crossing site. Reviewed University Heights as-builts and requested changes. Met w/Seavey Constr. on Jan. 30th to explore feasibility of Highland St. main replacement self-installation. Resubmitted request to Town Administrator (TA) for assistance w/Mt. St. Mary's area water main project. Received notice that TA has removed us from the Town's solar project; requested reconsideration. Met w/ Kearsarge on Jan. 18th to review status of net metering and power storage opportunities.

8. **Asset Mgmt./Mapping & GIS** – Continued preparation of lead service line inventory and updating of service tie cards. Coordination re: verification methods approval by NHDES/USEPA. Attended NHDES Jan. 17th climate change vulnerability pilot project workshop with Hooksett Sewer.

9. **Pump House/SCADA** – Generator maintenance at the East completed Jan. 10th. Detailed cleaning of all probes completed; Cl membrane at South Station replaced Jan. 30th.

10. **New Sources** – Met with Verdantas to prioritize test well locations; coordination w/ property owners needed. Discussed potential land acquisition on Pine St. with owner. Discussed interconnection w/Town of Bow.

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11. **Cross-Connection Control** – 2023 repairs/retests completed. Evaluating contract for upcoming season. Coordinated device upgrade and bypass removal at Memorial School.
12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 43 installed since Dec. (incl. Mem. School) and total so far = 1350. Shutoffs, finals, chemical deliveries and customer bacteria samples completed as needed. Assisted Post Rd. homeowner w/irrigation BMPs and Hooksett Rd. homeowner w/water quality issue.
13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H, landowners and Statewide on tank replacement project, including but not limited to: Construction coordination/meetings, supplemental tank access and main replacement planning, and disbursement package preparation. Activity on-site has ceased for the time being while a plan to finish the site work near the tank is being developed. Statewide is preparing an estimate for a change order to accommodate the water main replacement out to Main St.
14. **RT93 Diesel Spill** – We received latest lab data; no VOCs/PAHs detected at MW-2. "Final" sampling round planned for this spring, plus recommendations from NHDES' spill consultant (Tomforde Envir.).

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