HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF MARCH 26th 2024

Present at the meeting were : Chairman Todd Smith, Commissioners Michael Jache, 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: Russell Pelletier

Meeting opened at 6:03 p.m.

Motion made by James O'Brien seconded by Michael Jache to accept minutes for February 27, 2024 meeting.

Presentation/discussion from Malcolm Bliss-Kearsage

Treasurer's Report:
Cleared balance as of February 2024: $ 174,160.95
Uncleared transactions of $20,67.25 leaving a Register balance $194,838.20
NHPDIP Investment balance: open $469,738.24 deposit:$ 25,000.00 withdrawal:$0.00 Int: $2,101.28 Close: $ 496,839.52
NHPDIP System Dev balance: open: $81,961.01 deposit: $0.00 withdrawal:$0.00 int: $ 348.11 Close$ 82,309.12

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

Collector's Report:
Month opened with $101,701.69 due, $-473.30 backdated items 0.00 quarterly billing, $90.40 final bills, $-94,649.11 collections $14,714.70 misc. $0.00 refund, $0.00 return check $ -757.18 adjustments, $ 7,743.19 penalties, leaving $28,370.39
Report accepted as presented by James O'Brien seconded by Michael Jache

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

APPROVED

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:
Discussion-Commercial rates

New Business:

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

APPROVED

HVWP SUPERINTENDENT'S REPORT
March 26, 2024

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Continued CY2023 financial audit including meeting with auditors on Mar. 25th, which included extensive review of our NHDES-funded projects. Coordinated Annual Meeting on Feb. 27th. Coordinated annual Worker's Comp audit. Submitted construction season summary for Town's March newsletter. Responded to external check fraud incident detected on Mar. 11th; worked w/TD Bank and Hooksett PD to investigate the incident and initiated new TD services to significantly reduce future liability.

2. **Bills/Financials –** Mar. 25th P&L statement shows estimated 2024 operating revenues at $416K (or 26%) and expenses at $374K (or 23%) at 23% of the way through the CY24 budget. Account balances as of Mar. 25th are TD = $72K and PDIP investment = $497K. Sent out 179 late notices on total outstanding balance of $45K (15% of quarterly billing) representing about $8K in late fees. Sixteen of those accounts received shutoff tags. Made fifth annual tank loan payment of $110K, from TD rather than PDIP.

3. **Water Quality** – Routine Mar. testing completed; bacteria = absent and Mn/distribution = normal. Submitted Q1 DBP report to NHDES.

4. **Water Use/Diversion** – Water usage remains stable (~6.5MG/mo.) and in "winter mode." Well/pond levels remain high, with pond near maximum. No diversions to the Pond occurred in March.

5. **Pike Quarry** – N/A.

6. **Training** – Staff participated in *Syncta* (new backflow software) training on Feb. 29th. Mike attended NHPDIP classes on *Cashflow Forecasting* and *Short Term Investment Strategies* on Mar. 20th. Staff met w/Health Trust on Mar. 11th to review employee wellness options and benefits.

7. **Planning & Construction** – Misc. TIF project planning/coordination with the Town, Underwood Engr., Tata & Howard, Sewer Dept., contractors and developers, including "on-site"/"off-site" Granite Woods projects; preliminary engineering evaluation of system capacity for 60MGY GW tenant; meeting w/T&H re: "90%" Contract #3/#4 plans; Feb. 28th meeting w/Town Council and finalization of Town-HVWP agreement and change order for the Meadowcrest area. Preliminary engineering evaluation of southern river crossing site, including test boring research. Resubmitted Mt. St. Mary's funding/coordination request to Town. Plan review for Town "Snack Shack" and Hip Peas amendment. Coordination re: Highland St. main replacement including funding coordination w/developer; notification to and two meetings w/impacted residents; plan edits and bond discussion w/Town Engineer; material purchases; and start of temp water installation w/DBU today. Coordination w/Kearsarge re: solar net metering agreement. HVWP CIP coordination w/Town Planner, including evaluation of compatibility w/Town's CIP.

8. **Asset Mgmt./Mapping & GIS** – Continued preparation of lead service line inventory (LSLI) and updating of service documentation. Finalized service area map(s) and submitted petition to confirm Precinct boundaries to the Town along with GIS shapefiles for those boundaries.

9. **Pump House/SCADA** – Daily pump house inspections completed, w/associated maintenance as needed. Troubleshooting associated w/apparent South Station meter anomalies.

10. **New Sources** – Started follow-up on test well access requests to property owners.

11. **Cross-Connection Control** – Extensive data entry for transfer of CC device database to Syncta.

APPROVED

12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 15 installed since Feb., total so far = 1369, including Univ. Hgts. installations. Shutoffs, finals, chemical deliveries and customer bacteria samples completed as needed. Removed problem trees near East treatment building. Evaluated and responded to potential customer concern re: Pseudomonas aeruginosa.
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/bidding, and disbursement package preparation. Also processed the NHDES Certificate of Vote for the project extension and negotiated tree removal w/1616 Hooksett Rd.
14. **RT93 Diesel Spill** – N/A.

APPROVED