HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF AUGUST 27th, 2024

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

Meeting opened at 6:00 p.m.

Motion made by James O'Brien seconded by Russell Pelletier to accept minutes for July 30, 2024 meeting.

Treasurer's Report:

Cleared balance as of July 31, 2024: $ 35,579.85
Uncleared transactions of $31,909.73 leaving a Register balance $7,670.12
NHPDIP Investment balance: open $419,294.82 deposit:$ 0.00 withdrawal:$15,000.00 Int: $1,874.50 Close: $ 391,169.33
NHPDIP System Dev balance: open: $83,787.73 deposit: $0.00 withdrawal: $0.00 int:$ 379.41 Close$ 84,167.14

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

Collector's Report:

Month opened with $29,858.94 due, $0.00 backdated items $389,385.30 quarterly billing, $597.65 final bills, $-205,178.95 collections $5,583.45 misc. $0.00 refund, $0.00 return check $ 0.00 adjustments, $ 0.00 penalties, leaving $220,246.39
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

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Attorney Report:
Blasting within parameters that are reported to be safe

Old Business:
Discussed Solar contract-Motion made by Michael Jache seconded by Russell Pelletier to move forward with Solar project and authorize Michael Heidorn to sign contract. Vote taken: 3-Yes James O'Brien -No Motion passes.
Motion made by James O'Brien seconded by Michael Jache to table bulk water rate discussion. Vote taken. All approved.

New Business:
Discussed public meetings at Town Hall
Motion made by James O'Brien seconded by Michael Jache to approve current language and funding mechanisms for Capital Reserve Funds to be corroborated by the voters at the 2025 annual meeting. Vote taken All approved
Assistant Treasurer designation options to be discussed at next meeting.

Motion made by James Obrien seconded by Russell Pelletier 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 Russell Pelletier 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 Russell Pelletier 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 6:48 Motion made by Russell Pelletier seconded by Michael St. Germain

Respectfully submitted by : Nancy Philibotte

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HVWP SUPERINTENDENT'S REPORT
August 27, 2024

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits and Positive Pay notifications. Final 2023 audit distribution. Began posting Environmental Compliance Technician position. Ongoing coordination w/CHWP re: records disposal. Welcomed new Council rep. V. Lembo. Began upgrade/reorganization of billing office. Submitted late fee waiver request to NHRS. Coordinated investigation and resolution of old Nationwide retirement account. Completed web site login and security update w/LTD. Notified by CUSI of need to upgrade billing software; began investigation of billing software options/costs. Light Up the Village coordination.

2. **Bills/Financials –** Aug. 26th P&L statement shows estimated 2024 operating revenues at $1.23M (or 76%) and expenses at $1.01M (or 63%) at 65% of the way through the CY24 budget. Account balances as of Aug. 26th are TD = $87K, PDIP investment = $441K and PDIP system development = $84K.

3. **Water Quality** – Routine Aug. testing completed; levels meet NHDES standards.

4. **Water Use/Diversion** – Water usage remains seasonally high but decreased relative to July (decreased from 700KG/day to 450 KG/day); average precipitation increased from 1" to 6" and average air temperature decreased from 78ºF to 71ºF. Well/pond levels dropping seasonally. Brickyard Brook was diverted to the Pond for a few days in early August. Responded to NHDES request for water source flow chart to assist them with water use registration reporting.

5. **Pike Quarry** – Two blasts occurred this past month on 8/12 and 8/23. During the blasts, seismometer results 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** – Met w/GSRWA re: assisting with Operator Field Day.

7. **Planning & Construction** – Misc. TIF project planning/coordination with the Town, Underwood Engr., Tata & Howard, Sewer Dept., contractors and developers, including escrow reimbursement request for the Meadowcrest area. Ongoing coordination re: HVWP solar net metering agreement. Followed up with 449 W River owner re: service line requirements. Ongoing coordination of 498 West River Rd service work. Prepared comment letter to Town re: RT3A roundabout project. Submitted support letter for Town re: toll booth intersection project on Hackett Hill Rd. Met w/new Town Planner to review HVWP initiatives.

8. **Asset Mgmt./Mapping & GIS** – Finalized PWS service area mapping/sharing within town; reopening of hearing scheduled tentatively with Town Council for Sept. 11th. Troubleshooting re: ESRI account fees.

9. **Pump House/SCADA** – Daily pump house inspections completed, w/associated maintenance as needed. Initiated coordination with EII re: SCADA quirks, lightning resilience, improved station security and adjustment of ramp-on settings for East Well. Valve seat was replaced at the interconnection by CHWP.

10. **New Sources** – Continued to pursue access to four most viable test well areas.

11. **Cross-Connection Control** – Summer device tests ongoing. Working with school on device update.

12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations. Shutoffs, finals, chemical deliveries and customer bacteria samples completed as needed. Prepped for Town Touch-A-Truck. Coordination with school on meter bypass. Competed routine office generator maintenance.

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Began locating WWTP water main. Maintained Highland St. gravel. Met with Blue Ribbon re: easement bar gateway needs. Updated DigSafe coverage mapping.

13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H, and landowners/contractors including disbursement package preparation and finalization of field work. Tank punch list items remain to be completed. Additional water main work was completed last week by Jamco with assistance by T&H and HVWP; related punch list items remain to be completed but new water main and associated services are live. Service to 68 Main St. was discovered to be attached to old water main; service was replaced and relocated off of Main St. to improve compliance. Paving of driveways/tank access road was started on Aug. 26th. Request for easement under review by 1616 Hooksett Rd. Responded to NHDES ARPA grant audit info request. Coordinated response to EOP concerns on Main St.
14. **RT93 Diesel Spill** – Awaiting NHDES response to repurpose monitoring wells.

APPROVED