HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF JULY 30, 2024

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

Meeting opened at 6:00 p.m.

Motion made by Russell Pelletier seconded by Michael St. Germain to accept minutes for June 25, 2024 meeting.

Treasurer's Report:

Cleared balance as of June 30, 2024: $ 194,528.37
Uncleared transactions of $132,441.70 leaving a Register balance $62,086.66
NHPDIP Investment balance: open $367,642.88 deposit:$ 50,000.00 withdrawal:$0.00 Int: $1,651.94 Close: $ 419,294.82
NHPDIP System Dev balance: open: $83,442.82 deposit: $0.00 withdrawal: $0.00 int:$ 364.91 Close$ 83,787.73

Report accepted as presented by James Obrien seconded by Russell Pelletier

Collector's Report:

Month opened with $21,557.21 due, -$303.60 backdated items $0.00 quarterly billing, $554.85 final bills, $-14,071.01 collections $22,020.69 misc. $0.00 refund, $0.00 return check $ -185.80 adjustments, $ 0.00 penalties, leaving $29,858.94
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:
Solar discussion to be moved to August meeting
Bulk water discussion moved to August meeting

New Business:
Update Vincent Lembo- Discussion Precinct growth, changes and HVWP future

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 6:57 Motion made by Russell Pelletier seconded by James O'Brien

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT
July 30, 2024

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits and Positive Pay (suspected fraud) notifications. Additional coordination of 2023 audit results with Plodzik & Sanderson. Office planning re: pending staff addition. Coordination w/CHWP re: records disposal. Submitted annual HVWP report to the Town for their annual report. Submitted request for Council rep.
2. **Bills/Financials –** July 29th P&L statement shows estimated 2024 operating revenues at $827K (or 51%) and expenses at $966K (or 60%) at 58% of the way through the CY24 budget. Account balances as of July 29th are TD = $430, PDIP investment = $389K and PDIP system development = $84K. Submitted $66K Fire Dept. invoice and semiannual report. Mailed $389K in Q3 billings. Completed evaluation of hauler fees.
3. **Water Quality** – Routine July testing completed. DBP results remain low and below NHDES standards.
4. **Water Use/Diversion** – Water usage remains seasonally high (over 700KG/day; last month ~ 611KG/day). Well/pond levels have begun to drop. No diversions to the Pond occurred in July.
5. **Pike Quarry** – Four blasts occurred this past month on 6/26, 7/2, 7/3 and 7/29. During the blasts on 6/26 and 7/3, 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** – N/A.
7. **Planning & Construction** – Misc. TIF project planning/coordination with the Town, Underwood Engr., Tata & Howard, Sewer Dept., contractors and developers, including meeting re: "off-site" Granite Woods project (Contracts 2 & 2A); "on-site" System Development Fee and residential plan discussions; meeting re: Contract #4 plans; and pay request review for the Meadowcrest area. NHDES SRF pre-application for southern river crossing site ranked #84 of 104; opens the door for other funding options. Ongoing coordination re: HVWP solar net metering agreement and proposed Verizon upgrade at Manor Tank. Water main for gas station at 1663 Hooksett Rd installed down Campus Drive to the site. Notified and met with 449 W River owner re: service line requirements. Ongoing coordination of 498 West River Rd service work. Met w/Fire Dept. re: Mt. St. Mary's water main project planning status. Reviewed/commented on EECBG solar grant RFP. Met w/Granite Heights developer re: alternate tank access as well as Otterson property.
8. **Asset Mgmt./Mapping & GIS** – Continued follow-up with adjacent utilities to confirm service areas.
9. **Pump House/SCADA** – Daily pump house inspections completed, w/associated maintenance as needed. Repaired Cl pump at East Station on July 29th.
10. **New Sources** – Continued to pursue access to four most viable test well areas. Submitted Disbursement Request #2 to NHDES and received reimbursement.
11. **Cross-Connection Control** – Summer device tests ongoing.
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 June, total so far = 1387, Shutoffs, finals, chemical deliveries and customer bacteria samples completed as needed. Met w/GSRWA re: field services. Excavated/inventoried/repaired-as-needed approximately 30 curb valves as part of the Lead Service Line Inventory (LSLI).

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Received $1,838 for College Park Dr. hydrant repair from State Farm. Purchased and installed replacement meters for rest area vault; anticipated revenue increase of $2K/yr.

13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H, and landowners/contractors including disbursement package preparation and change orders for electric conduit and alternate tank level monitor. Tank is fully online (propane/electricity are on) though some punch list items remain to be completed before project is done. Contracts for additional water main work and paving of driveways/tank access road were awarded to Jamco and Coastal Paving, respectively, and will be paid for via the savings incurred to date on the tank project. Request for easement submitted to 1616 Hooksett Rd; Brown Engr. marked out boundaries in the field. Preconstruction meeting for Jamco held on July 17th. Tree removed at 1616 Hooksett Rd. Water line work scheduled to begin July 30th; pavement cuts made on July 29th.
14. **RT93 Diesel Spill** – Awaiting NHDES response to repurpose monitoring wells.

APPROVED