HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF SEPTEMBER 24th, 2024

Present at the meeting were : Chairman/Commissioner Todd Smith, 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, Councilman Vincent Lembo Absent:

Meeting opened at 6:02 p.m.

Motion made by James O'Brien seconded by Russell Pelletier to accept minutes for August 27, 2024 meeting.

Treasurer's Report:

Cleared balance as of August 31, 2024: $ 108,999.11
Uncleared transactions of $14,684.95 leaving a Register balance $94,314.16
NHPDIP Investment balance: open $391,169.33 deposit:$ 50,000.00 withdrawal:$0.00 Int: $1,855.60 Close: $ 443,024.93
NHPDIP System Dev balance: open: $84,167.14 deposit: $0.00 withdrawal: $0.00 int:$ 380.44 Close $ 84,547.58

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

Collector's Report:

Month opened with $220,246.39 due, $19,056.65 backdated items $0.00 quarterly billing, $1,355.72 final bills, $-219,441.62 collections $1,270.70 misc. $0.00 refund, $112.00 return check $ -307.62 adjustments, $ 9,866.94 penalties, leaving $32,159.16
Report accepted as presented by Michael Jache seconded by James O'Brien

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:

Old Business:
Water hauler discussion:

Motion made by James O'Brien seconded by Russell Pelletier to have Mike Heidorn and Michael Jache do an evaluation of bulk water rates. Vote taken All approved.

Motion by James O'Brien seconded by Russell Pelletier to have an Annual Haulers fee for all water haulers beginning 2025. Vote taken -4 Yes 1-No Vote passes.

Final vote to be taken next meeting regarding water haulers after Commission receives final evaluation figures.

New Business:

Motion made by James Obrien 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 Jache 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 7:17 Motion made by Michael Jache seconded by Michael St. Germain

Respectfully submitted by : Nancy Philibotte

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HVWP SUPERINTENDENT'S REPORT
September 24, 2024

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits and Positive Pay notifications. Continued posting Environmental Compliance Technician (ECT) position; reviewed 90 applications/inquiries and set up initial interviews. Ongoing coordination re: records disposal. Finished (almost!) upgrade/reorganization of billing office. Finalized resolution of old Nationwide retirement account. Initiated web site troubleshooting w/LTD. Continued investigation of required billing software upgrade options/costs, including interviews of five top candidates. Upgraded all computers to Windows 11 and created new work stations for our Bookkeeper and the ECT.
2. **Bills/Financials –** Sep. 23rd P&L statement shows estimated 2024 operating revenues at $1.33M (or 83%) and expenses at $1.12M (or 69%) at 73% of the way through the CY24 budget. Account balances as of Sep. 23rd are TD = $171K, PDIP investment = $518K and PDIP system development = $85K.
3. **Water Quality** – Routine Sep. testing completed; levels meet NHDES standards.
4. **Water Use/Diversion** – Water usage remains seasonally high but decreased relative to August (decreased on average from approximately 450KG/day to 390 KG/day, with a peak day of 559KG); average precipitation decreased from 6" to <1" and average air temperature decreased from 71ºF to 66ºF. Well/pond levels dropping seasonally. No diversions from Brickyard Brook occurred in Sep.
5. **Pike Quarry** – Three blasts occurred this past month on 8/29, 9/9 and 9/18. During the blasts, seismometer results were sometimes 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/Dennis/Jeff assisted/attended at GSRWA Operator Field Day on Sep. 19th. Mike participated in the NHWWA Leadership Summit on Aug. 29th.
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. Ongoing coordination of 498 West River Rd service work.
8. **Asset Mgmt./Mapping & GIS** – Participated in public hearing at Town Council on Sep. 11th; received unanimous support for finalization of HVWP service area mapping. Shared with Town Engineer. Mike and Matt met with Arcadis on Sep. 4th to review the current status of our LSLI (Lead Service Line Inventory); over 500 services remain listed as "unknown," mostly on the public side due to the lack of in-house records.
9. **Pump House/SCADA** – Daily pump house inspections completed, w/associated maintenance as needed. Ongoing coordination with EII re: SCADA quirks, lightning resilience, improved station security and adjustment of ramp-on settings for East Well. Booster station VFD failing; looking into replacement. Also working with EII on installing redundant SCADA communication system to improve reliability.
10. **New Sources** – Continued to pursue access to four most viable test well areas.
11. **Cross-Connection Control** – Summer device tests completed. 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. Coordination with school on meter bypass. Maintained Highland St. gravel. Cut/mowed as needed. Worked w/Blue Ribbon re: easement

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and tank bar gateway installations. Replaced plugged corp at 15 Ardon on Sep. 23rd. Assisted with loam & seed and EOP grading on tank project.

13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H, and landowners/contractors including disbursement package preparation and finalization of field work. Most tank and water main punch list items have been completed, and a change order to improve the tank level sensor equipment was completed. Paving of driveways/tank access road was completed; finish paving on Main St. remains to be done. Request for easement remains under review by 1616 Hooksett Rd. A comprehensive project review was held with T&H and Statewide at a meeting on Sep. 12th. A ribbon cutting ceremony to celebrate the completion of the tank and water main projects is planned for Oct. 9th.
14. **RT93 Diesel Spill** – Awaiting NHDES response to repurpose monitoring wells.

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