HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF NOVEMBER 26th, 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 6:03 p.m.

Motion made by Michael Jache seconded by Russell Pelletier to accept minutes for October 29, 2024 meeting.

Treasurer's Report:

Cleared balance as of October 31, 2024: $ 74,718.71
Uncleared transactions of $4,522.88 leaving a Register balance $70,195.83
NHPDIP Investment balance: open $ 520,066.80 deposit:$ 124,840.76 withdrawal:$. Int: $2,565.27 Close: $647,472.83
NHPDIP System Dev balance: open: $84,909.31 deposit: $0.00 withdrawal: $0.00 int:$ 360.34 Close $ 85,269.65

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

Collector's Report:

Month opened with $17,990.03 due, $45.00 backdated items $381,209.12 quarterly billing, $286.46 final bills, $-219,829.69 collections $5,720.00 misc. $0.00 refund, $return check $ -59.40 adjustments, $ 0.00 penalties, leaving $185,271.52
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

APPROVED

Attorney Report:
Manchester Water-BJ sent letter, will follow up.

Old Business:

New Business:
Motion made by Mike Jache seconded by Michael St. Germain to approve the 2025 Budget of $1,671,631.00 and supplemental schedules and rate schedule.
Motion made by James O'Brien seconded by Michael Jache to approve Warrant article #5-#13. All Approved.

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 6:41 Motion made by Russell Pelletier seconded by Michael St. Germain

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT
November 26, 2024

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and web site updates. Processed payroll/bills/deposits and Positive Pay notifications. Onboarded Maddy Smith (started Nov. 18th). Finalized investigation of required billing software upgrade options/costs. Draft CY25 budget revised and sent to Board with draft 2025 warrant. Finalized HT agreement for 2025. Coordinated temporary replacement of bookkeeper, who is out indefinitely for medical reasons. Processed 2024 PSIDs and BOWC stipends.

2. **Bills/Financials –** Nov. 18th P&L statement shows estimated 2024 operating revenues at $1.7M (or 108%) and expenses at $1.4M (or 86%) at 88% of the way through the CY24 budget. Account balances as of Nov. 18th are TD = $59K, PDIP investment = $512K and PDIP system development = $6K. Trust fund deposits required via the 2024 Warrant were completed.

3. **Water Quality** – Routine Nov. testing completed. All reported levels meet NHDES standards. Our initial Lead Service Line Inventory (LSLI) was updated and resubmitted to NHDES on Nov. 15th, per NHDES request. Notification letters were mailed to all customers with "unknown" lines as required, and certified to NHDES. LSLI "hotline" was activated and customer-requested lead (Pb) sampling is being coordinated as required by NHDES. Preparation of detailed LSLI supporting documentation is also underway.

4. **Water Use/Diversion** – Water usage continues its seasonal decline, from approximately 270KG/day to 200 KG/day on average, with a peak day of 241KG. Average precipitation remained low at 0.16" and average air temperature decreased from 53ºF to 48ºF. Well/pond levels continue to decrease. No diversions from Brickyard Brook occurred in Nov. Repaired and reinstalled northern pond gauge. Completed annual source meter calibration tests and also tested a number of large meters that were removed this past year.

5. **Pike Quarry** – No blasts occurred this past month.

6. **Training** – Mike/Matt attended the Nov. 13th Stiles seminar on digital distribution system monitoring.

7. **Planning & Construction** – Followed up on 3 Cate Rd. conditional approval. Initiated draft response to ISO underwriter re: water system improvements and performance, on behalf of the Town. Submitted application for cybersecurity assistance grant to Overwatch. Coordinated with Town on private well requirements. Coordinated oversight of 1663 Hooksett Rd. project. Responded to Town request for a detailed overview of our infrastructure approach, key projects and system capacity for growth. Worked with Town on Bernice St. project review approach and site plan review approach in general.

8. **Asset Mgmt./Mapping & GIS** – Continued preliminary planning for LSLI unknown line verification, including discussions with T&H re: funding and equipment options for 2025-27. Coordinated with Manchester Water Works re: proposed franchise area adjustment at the end of Technology Dr. Submitted $30K grant application to NHDES for update of hydraulic model and Asset Management Plan. Met with RCAP re: GIS software options and installed ESRI ArcGIS Pro.

9. **Pump House/SCADA** – Daily pump house inspections completed w/associated maintenance as needed. Initiated triennial pump/motor maintenance at South Station wells. Booster station generator radiator replaced. Continuing to work with EII on finalizing redundant SCADA communications.

10. **New Sources** – N/A.

11. **Cross-Connection Control** – Completing fall device test follow-up. Working with school on device update.

APPROVED

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 plumber on school meter bypass. Assisted Town with coordination of paving on Highland St. (completed). Fall hydrant flushing and testing completed and revamp of hydrant flow calculation worksheet underway. Coordinated replacement of "Old Blue" (utility truck).
13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H, and landowners/contractors including disbursement package preparation and finalization of field work. Main St. trenches have been repaved.
14. **RT93 Diesel Spill** – Awaiting NHDES response to repurpose monitoring wells.

APPROVED