HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF OCTOBER 29th, 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 6:00 p.m.

Motion made by James O'Brien seconded by Russell Pelletier to accept minutes for September 24, 2024 meeting.

Treasurer's Report:

Cleared balance as of September 30, 2024: $ 311,298.58
Uncleared transactions of $62,091.74 leaving a Register balance $249,206.84
NHPDIP Investment balance: open $443,024.93 deposit:$ 75,000.00 withdrawal:$0.00 Int: $2,041.87 Close: $ 520,066.80
NHPDIP System Dev balance: open: $84,547.58 deposit: $0.00 withdrawal: $0.00 int:$ 361.73 Close $ 84,909.31

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

Collector's Report:

Month opened with $32,159.16 due, $35.00 backdated items $0.00 quarterly billing, $1,301.71 final bills, $-24,673.01 collections $8,960.00 misc. $0.00 refund, $475.00 return check $ -197.83 adjustments, $ 0.00 penalties, leaving $17,990.03
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:

New Business:
Discussion: Manchester water looking to expand their franchise into Hooksett near Gosselin Ave. BJ and Mike to make proposal and discuss next meeting.

Mike H presented his first draft of the 2025 budget.

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 7:40 Motion made by Russell Pelletier seconded by Michael St. Germain

Respectfully submitted by : Nancy Philibotte

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HVWP SUPERINTENDENT'S REPORT
October 29, 2024

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits and Positive Pay notifications. Completed two rounds of interviews and filled the Environmental Compliance Technician (ECT) position; Madison Smith has completed all of the initial paperwork and is scheduled to start Nov. 18th; nearing completion on notification of other applicants. Finished upgrade/reorganization of billing office to accommodate Bookkeeper and improve space function. Completed web site troubleshooting and updates; see new Lead info on Testing page. Continued investigation of required billing software upgrade options/costs, including interview with sixth candidate. Draft CY25 budget prepped and sent to Board. Met with Davis & Towle to prepare CY25 liability insurance agreements. Began HT Open Enrollment coord.

2. **Bills/Financials –** Oct. 22nd P&L statement shows estimated 2024 operating revenues at $1.35M (or 84%) and expenses at $1.2M (or 74%) at 81% of the way through the CY24 budget. Account balances as of Oct. 22nd are TD = $56K, PDIP investment = $643K and PDIP system development = $85K. Prepped and sent Nov. 1st bills out today; totaled $382K and put us at approximately $68K over predicted revenue.

3. **Water Quality** – Routine Oct. testing and comprehensive Q4 source sampling completed. Also completed system-wide triennial lead (Pb) and copper (Cu) sampling. All reported levels meet NHDES standards. First annual comprehensive Lead Service Line Inventory (LSLI) completed and submitted by Nov. 16th deadline, as required by NHDES/USEPA. Draft notification letters prepared for all customers with "unknown" lines. LSLI follow-up requirements reviewed and LSLI "hotline" established in-house.

4. **Water Use/Diversion** – Water usage has begun its seasonal decline (decreased 2.5% by volume in the past week alone), on average from approximately 390KG/day to 270 KG/day, with a peak day of 386KG. Average precipitation remained low at 0.04" and average air temperature decreased from 66ºF to 53ºF. Well/pond levels dropping seasonally. No diversions from Brickyard Brook occurred in Oct. Coordinated surveying and transducer removal at Pond with Verdantas on Oct. 3rd.

5. **Pike Quarry** – Four blasts occurred this past month on 9/24, 10/2, 10/9 and 10/21. During the 10/2 blast, seismometer results were slightly higher than our current slope stability criterion aka peak particle acceleration trigger (0.09g). No other blasts exceeded that trigger, and none of the blasts exceeded the proposed peak particle velocity trigger (0.9 in/sec). The 2024 blasting season is completed according to Verdantas.

6. **Training** – Mike/Matt/Dennis/Jeff and Madison attended the NHWWA Drinking Water Expo on Oct. 24th.

7. **Planning & Construction** – Received $25K escrow reimbursement from the Town for the Meadowcrest project. Signed HVWP solar net metering agreement. Coordinated 498 West River Rd service work. Attended Oct. 23rd Town utility coordination meeting. Coordinating with Town/MWW re: Technology Drive project water franchise area issue. Inspected/assisted with completion of new water lines at 1663 Hooksett Rd. Participated in village district association revival planning. Site walkover w/T&H at WWTP.

8. **Asset Mgmt./Mapping & GIS** – Completed preliminary planning for LSLI unknown line verification, including discussions with T&H re: funding and equipment options for 2025-27.

9. **Pump House/SCADA** – Daily pump house inspections completed, w/associated maintenance as needed. Ongoing coordination with EII re: lightning resilience, improved station security and adjustment of ramp-on settings for East Well. Booster station VFD replaced. Continuing to work with EII on installing redundant SCADA communication system to improve reliability.

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10. **New Sources** – Discussed four most viable test well areas with Verdantas.
11. **Cross-Connection Control** – Fall device tests nearing completion. 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. Submitted project status letter to Highland St. residents. Fall hydrant flushing and testing underway. Completed 46 Main St. service renewal in-house.
13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H, and landowners/contractors including disbursement package preparation and finalization of field work, including re-paving on Main St. A ribbon cutting ceremony to celebrate the completion of the tank and water main projects was completed on Oct. 9th. Met with former Hooksett Road owner on Oct. 15th to accept historical photo donation.
14. **RT93 Diesel Spill** – Awaiting NHDES response to repurpose monitoring wells.

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