HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF DECEMBER 23rd, 2024

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

Meeting opened at 6:01 p.m.

Motion made by James O'Brien seconded by Russell Pelletier to accept minutes for November 26, 2024 meeting.

Treasurer's Report:

Cleared balance as of November 30, 2024: $ 121,683.84
Uncleared transactions of $16,740.82 leaving a Register balance $104,943.02
NHPDIP Investment balance: open $ 647,472.83 deposit:$ 53,931.64 withdrawal:$ 184,956.00 Int: $2,210.64 Close: $516,448.47
NHPDIP System Dev balance: open: $85,269.65 deposit: $0.00 withdrawal: $78,451.00 int:$ 168.58 Close $ 6,987.23

Report accepted as presented by Michael Jache seconded by Russell Pelletier

Collector's Report:

Month opened with $185,271.52 due, $268.75 backdated items $0.00 quarterly billing, $485.20 final bills, $163,303.67 collections $385.00 misc. $0.00 refund, $ 95.78 return check $ -275.70 adjustments, $ 8,452.87 penalties, leaving $30,842.25
Report accepted as presented by Michael Jache 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:

New Business:
Discussion: 86 University Circle request for credit
Motion by Michael Jache seconded by Russell Pelletier to allow payment in full by 2/1/2025.

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 6:11 Motion made by Russell Pelletier seconded by Michael Jache

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT
December 23, 2024

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and web site updates. Processed payroll/bills/deposits and Positive Pay notifications. Reviewed billing software upgrade contract w/Atty. Branch and vendor. Draft CY25 budget coordination, including submittal of figures/warrant to NHDRA and submittal of 2025 rates to Pennichuck and haulers. Met with Davis & Towle re: finalizing liability insurance rates for 2025. Coordinated reinstatement of bookkeeper, including Oct./Nov. reconciliation verification. Participated in Light Up The Village on Dec. 7th.

2. **Bills/Financials –** Dec. 16th P&L statement shows estimated 2024 operating revenues at $1.8M (or 109%) and expenses at $1.5M (or 95%) at 96% of the way through the CY24 budget. Account balances as of Dec. 16th are TD = $136K, PDIP investment = $514K and PDIP system development = $7K. Sent out late notices.

3. **Water Quality** – Routine Dec. testing completed. All reported levels meet NHDES standards. Customer-requested lead (Pb) sampling is being coordinated as required by NHDES following the submittal of the Lead Service Line Inventory (LSLI). Preparation of detailed LSLI supporting documentation continues. As a result of winning the NH 2024 drinking water taste test, HVWP will be representing NH water systems in Feb. at legislative meetings with GSRWA in Washington DC and competing for the national taste test award.

4. **Water Use/Diversion** – Water usage remains at a seasonal low of about 200 KG/day on average, with a peak day of 237KG. Precipitation increased this past month (~2.6" to date) and average air temperature decreased from 48ºF to 31ºF. Well/pond levels are slowly increasing. Diversions from Brickyard Brook occurred off and on through Dec., providing ~30.4 MG into Pinnacle Pond.

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

6. **Training** – Mike attended the Environmental Finance Center Network's 12/16 webinar *Funding and Financing Strategies for Integrated Hazard Mitigation and Water Resource Plans*.

7. **Planning & Construction** – Continued coordinating with Town Planner on site plan review procedures. Responded to Town request to schedule a pre-construction meeting for University Commons project; notified Town that meeting is premature since they do not have Precinct approval; provided recommendations to developer on obtaining approval. Provided comprehensive distribution system hydraulic and flow test info to Fire Dept. and Town's insurer in preparation for 10-year review of Town's fire readiness and associated insurance classification. Initiated comprehensive evaluation of Head's Pond agreement and system capacity.

8. **Asset Mgmt./Mapping & GIS** – Continued planning for LSLI unknown line verification in 2025, and field mapping of "lost" curb valves. Awaiting Manchester Water Works response to Atty. Branch's letter re: proposed franchise area adjustment at the end of Technology Dr. Accepted $15K grant award from NHDES for update of hydraulic model and Asset Management Plan.

9. **Pump House/SCADA** – Daily pump house inspections completed w/associated maintenance as needed. Finished triennial pump/motor maintenance at South Station wells; pump bearings were replaced at the South Well and head shaft/spiders/pipe column were replaced at the South Backup Well. Increases of 3% and 10%, respectively, were observed in the yields at each well following redevelopment. Pump station primary annual generator maintenance completed. Interior painting completed at South Station.

10. **New Sources** – N/A.

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11. **Cross-Connection Control** – Continued fall device test follow-up and school fire device coordination.
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. Ongoing coordination with plumber on school meter bypass. Detailed update of hydrant flow calculation worksheet completed with assistance from former employee Chris Nelson.
13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H, and contractors including disbursement package preparation and finalization of field work. Final disbursement request submitted last week.
14. **RT93 Diesel Spill** – Awaiting NHDES response to repurpose monitoring wells.

APPROVED