HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF APRIL 29th, 2025

Present at the meeting were : Chairman/Commission Todd Smith, Commissioners Michael Jache, Russell Pelletier, James O'Brien, Michael St. Germain, Treasurer Scott Ewing, Attorney BJ Branch, Office Manager/ Clerk/Collector Nancy Philibotte, Supt. Michael Heidorn, Asst. Supt. Matthew Norris, Jenna Rzasa/ Tata & Howard Absent:

Monthly meeting opened at 6:00 p.m.
Motion made by James O'Brien seconded by Russell Pelletier to accept the minutes of the March 16th Supplemental meeting.

Motion made by Michael Jache seconded by James O'Brien to accept minutes for March 25th, 2025 meeting

Treasurer's Report:
Cleared balance as of March 31, 2025: $ 165,723.69
Uncleared transactions of $18,349.20 leaving a Register balance $147,374.49
NHPDIP Investment balance: open $ 522,222.10 deposit:$ 0.00 withdrawal:$ 0.00 Int: $1,949.00 Close: $524,163.10
NHPDIP System Dev balance: open: $7,065.32 deposit: $40,200.00 withdrawal: $0.00 int:$ 50.34 Close $ 47,315.66

Report accepted as presented by James O'Brien seconded by Michael St. Germain

Collector's Report:

Month opened with $27,534.39 due, $-1,065.34 backdated items $0.00 quarterly billing, $187.25 final bills, $ 14,978.49 collections $10,040.50 misc. $0.00 refund, $ 355.90 return check $ -95.00 adjustments, $ 0.00 penalties, leaving $ 21,979.21
Report accepted as presented by James O'Brien seconded by Michael St. Germain

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

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12. Misc. Field Projects
13. DES Sanitary Survey
14. RT93 Diesel Spill
Report accepted as presented by Russell Pelletier seconded by James O'Brien

Attorney Report:
Discussion: Manchester Water-agreement
Legion parking lot
DES & Heads pond

Old Business:
Discussion: Bow interconnection-Bow getting proposals
Discussion: Niagara Project
Discussion regarding connection to Manchester Water

New Business:

Motion made by Michael Jache seconded by James O'Brien 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 Michael Jache seconded by James O'Brien 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 Michael Jache seconded by James O'Brien 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 7:04 Motion made by Michael St. Germain seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

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HVWP SUPERINTENDENT'S REPORT
April 28, 2025

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and web site updates. Processed payroll/bills/deposits and Positive Pay notifications. Billing software upgrade in progress including meetings on 4/8, 4/16 and 4/23. Met w/Overwatch on 4/17 to kick off NHDES grant-funded cyber security assessment.

2. **Bills/Financials –** Mar. 24th P&L statement shows estimated 2025 operating revenues at $402K (or 24%) and expenses at $399K (or 24%) at 23% of the way through the CY25 budget. Account balances as of Mar. 24th are TD = $129K, PDIP (Inv.) = $520K & PDIP (SD) = $7K. May 1st billings prepared; usage was down for the quarter and no substantial increase in revenue is anticipated relative to May 2024.

3. **Water Quality** – Routine Apr. testing completed. All compliance samples met NHDES standards. Curb valve digs were completed on Birch Hill for the Lead Service Line Inventory (LSLI); no lead detected. Ongoing LSLI revisions are being completed to document proof of service line materials. Met w/Arcadis on 4/10 to prioritize and schedule inventory revisions for 2025. Posted 2025 CCR.

4. **Water Use/Diversion** – Water usage remains low at about 196 KG/day on average, with a peak day of 218KG. Precipitation increased this past month (~4.1" to date) and average air temperature rose to 49.5ºF. Wells and pond are at maximum levels. No brook diversions occurred this past month. Installation of 2025 diversion monitoring equipment by Verdantas scheduled for 5/2.

5. **Pike Quarry** – Two blasts occurred this past month on 4/9 and 4/28. During the blasts, seismometer results were less than our current slope stability criterion aka peak particle acceleration trigger (0.09g) and the proposed peak particle velocity trigger (0.9 in/sec).

6. **Training** – Staff attended NHDES' *2025 Water Infrastructure Funding Workshop* the week of 4/1. Jenna and Mike presented *Tax Increment Financing District Funding –A Success Story* at the NEWWA Spring Conference on 4/2-4/3, highlighting the challenges and successes of our tank projects. Mike attended *Modern Contaminant Hydrology* at Vassar on 4/14-15.

7. **Planning & Construction** – Water mains completed at University Commons; building services pending. Ongoing plan review coordination for Bernice St. Extension. Gas station nearing completion; bacteria test passed and internal plumbing underway. Coordination w/Atty. Branch and 400 Technology Dr. representatives to review proposed utility plan and franchise area issue; including Special Meeting w/Board on 4/16. Collated responses to water quality/availability survey in the RT3A-Gosselin Ave. area; results suggest partial local support for main extension. Completed test borings in proposed river crossing area while doing new source study, at substantial savings to HVWP; results favorable for directional drilling but boat ramp ROW needs further investigation. Coordinated w/Port One, Town and Niagara Bottling re: feasibility of 1.2MGD NB facility at Granite Woods, incl. meetings on 4/16 and 4/24.

8. **Asset Mgmt./Mapping & GIS** – Received final approval from NHDES for starting asset management grant.

9. **Pump House/SCADA** – Daily pump house inspections completed w/associated maintenance as needed. Started roof repairs at old North station.

10. **New Sources** – Two borings completed at Rowing Club site; not completed as test wells due to presence of fine-grained materials. At West River Rd. site, the 3/24 sample detected elevated Fe, Mn, As and PFOA/PFOS and resampling on 4/11 appeared to confirm this. West River test well access road regraded and reseeded by HVWP. Draft report coordination w/Verdantas. Status report and disbursement request submitted to NHDES. Continued

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conversation re: Bow interconnection schedule and logistics with Bow Town Mgr./DPW Director and their engineer (Dubois & King). Met w/Atty. Branch and NHDES on 4/4 and 4/21 to discuss feasibility of accessing Head's Pond area via further coordination w/CHHA and possible Town easement amendment.

11. **Cross-Connection Control** – Spring testing continues.
12. **Misc. Field Projects** – Responded to various mark-out and customer requests and investigated anomalous meter/backflow situations as needed. Shutoffs, finals, chemical deliveries and customer bacteria samples completed as needed. Completed spring hydrant flushing and flow testing.
13. **DES Sanitary Survey** – Disbursement #15 reimbursement received. Coordinating release of retainage.
14. **RT93 Diesel Spill** – Awaiting NHDES response to repurpose monitoring wells.

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