HOOKSETT VILLAGE WATER PRECINCT MINUTES
OF FEBRUARY 25th, 2025

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

Meeting opened at 7:10 p.m.
Grant public hearing opened at 7:10

Motion made by James O'Brien seconded by Michael St. Germain to accept minutes for January 28, 2025 meeting after amending correction of Supt. Report-accepted by Michael Jache not Russell Pelletier.

Treasurer's Report:
Cleared balance as of January 31, 2025: $ 69,437.09
Uncleared transactions of $35,147.01 leaving a Register balance $34,290.08
NHPDIP Investment balance: open $ 518,487.60 deposit:$ 0.00 withdrawal:$ 0.00 Int: $1,964.86 Close: $520,452.46
NHPDIP System Dev balance: open: $7,014.80 deposit: $0.00 withdrawal: $0.00 int:$ 26.58 Close $ 7,041.38

Report accepted as presented by James O'Brien seconded by Russell Pelletier

Collector's Report:

Month opened with $3,005.31 due, $0.00 backdated items $282,096.82 quarterly billing, $173.30 final bills, $ 155,544.41 collections $50.00 misc. $0.00 refund, $ 0.00 return check
$ -35.00 adjustments, $ 0.00 penalties, leaving $ 129,746.02
Report accepted as presented by James O'Brien seconded by Russell Pelletier
Absent Trust Funds from Three Bearings tabled January statement for future review

Superintendent's Report:
1. Misc. admin
2. Bills/Financials
3. Water Quality
4. Water Use/diversion
5. Pike Quarry
6. Training
7 Planning &Construction

APPROVED

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

Attorney Report:
Discussion: Deputy Treasurer
Scott Ewing appointed Michael Jache as Deputy Treasurer
Suit filed against Manchester Water Works

Old Business:

New Business:
Grant hearing closed at 7:10

Motion made by James O'Brien seconded by Russell Pelletier to enter into the Asset Management Agreement with NH DES:
At a meeting held on February 25, 2025, the Hooksett Village Water Precinct voted to accept funds and enter into a Grant Agreement with the **State of New Hampshire Department of Environmental Services** for a water system improvement project. The Hooksett Village Water Precinct further authorized Michael Heidorn, superintendent to execute any documents necessary to effectuate this Grant Agreement. Vote taken. All approved.

Motion made by Russell Pelletier seconded by James O'Brien to enter into the Lead Service Line loan agreement. Vote taken All approved.

NOW, THEREFORE, BE IT RESOLVED BY Board of Water Commissioners, the governing body of said Applicant, as follows:

1. That the person holding the position of Superintendent currently held by Mike Heidorn, P.G. is hereby designated as the Authorized Representative of the Applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules noted above, furnishing such information, data, documents and disbursements pertaining to the applicant for a loan as may be required; and otherwise to act as the authorized representative of the Applicant in connection with the loan application.

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2. That the Applicant, Hooksett Village Water Precinct, agrees to repay the loan as stipulated in the loan agreement.
3. That a certified copy of this resolution be included as part of the application to be submitted for a loan.
4. That persons holding the following position(s) at the time of loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan.

Todd Smith, Chair
Russ Pelletier, Mike Jache, Michael St. Germain, and Jim O'Brien, Commissioners

5. That the Applicant, Hooksett Village Water Precinct, agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

APPROVED

Motion made by James Obrien seconded by Michael St. Germain 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 St. Germain 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 St. Germain 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 7:12 Motion made by James O'Brien seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT
February 25, 2025

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and web site updates. Processed payroll/bills/deposits and Positive Pay notifications. Initial coordination of billing software upgrade. Coordinated responses to 2024 liability/WC insurance audit. Preliminary financial audit completed, with no unusual issues. Reviewed historical PDIP escrow accounts for outstanding closure needs, and reached out to PDIP re: historical transaction activity issue. Working w/TD to clarify check scanning options.

2. **Bills/Financials –** Feb. 24th P&L statement shows estimated 2025 operating revenues at $382K (or 23%) and expenses at $204K (or 12%) at 15% of the way through the CY25 budget. Account balances as of Feb. 24th are TD = $172K, PDIP investment = $520K and PDIP system devel. = $7K.

3. **Water Quality** – Routine Feb. testing completed. All reported levels meet NHDES standards. Continued sorting and scanning historical water testing records. Three additional customerrequested lead (Pb) samples have been submitted for analysis as part of the Lead Service Line Inventory (LSLI). LSLI revisions re: sample site tier status (and required updating of sample site list) were submitted to NHDES. Represented NH at the 2025 NRWA Rural Water Rally in Washington, DC; received Silver Medal for "Best Water in the USA" at the Great American Water Taste Test held at the Rally from Feb. 2nd – 7th.

4. **Water Use/Diversion** – Water usage remains low at about 205 KG/day on average, with a peak day of 231KG. Precipitation rose this past month (~2.2" to date) and average air temperature remained steady at 25ºF. Well/pond levels continued to slowly increase (e.g. wells are up ~0.5'). Brook diversions occurred through Feb. 12th and started again Feb. 24th. The annual diversion report was submitted to NHDES. Identified and replaced faulty circuit board in flow meter. Began preparing 2024 Water Balance Report for NHDES. Used valve assembly secured at a $12.5K savings for upgrading of diversion control box.

5. **Pike Quarry** – No blasts occurred this past month. Followed up on late annual lease payment.

6. **Training** – N/A.

7. **Planning & Construction** – Ongoing pre-construction and plan review coordination for University Commons. Resumed plan review coordination for Bernice St. Extension, and conceptual discussion with Town Planner for Otterson parcel. Continued evaluation of Head's Pond agreement, with Town Planner and Atty. Branch; Atty. Branch is reaching out to NHDES. Coordinated w/Atty. Branch and the Town re: Manchester Water Works proposed franchise area adjustment at the end of Technology Dr., including associated court order. Participated in two meetings w/Town and one with a local developer to comprehensively discuss water and wastewater capacity available for proposed development projects. Ongoing coordination to bring Dundee Ave. house service into compliance. Commissioners Smith and O'Brien attended Feb. 12th Town Council meeting to answer questions about the award and provide an overview of Precinct initiatives. Submitted annual update for the NHDES statewide rate survey.

APPROVED

8. **Asset Mgmt./Mapping & GIS** – Published hearing notice for asset management plan update funded by NHDES. Continued assembling/scanning LSLI verification docs. Prepared detailed maps of recent distribution, storage and source projects. Renewed request for Town to update digital service area maps.
9. **Pump House/SCADA** – Daily pump house inspections completed w/associated maintenance as needed. Troubleshooting/reprogramming of South Well meter completed. Reviewed chemical bid docs.
10. **New Sources** – Continued reviewing test well access problems/alternatives with Verdantas. Test well mark-out scheduled for West River Rd. Mapped all current targets at parcel scale with existing well locations. Identified two additional targets associated with current or future Town land. Met with Town Planner, local developer and TIF Committee to discuss increasing need for, and status of, new source search efforts.
11. **Cross-Connection Control** – N/A.
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. Provided emergency water supply for Severino Corp. at Amoskeag Beverage Co. in Bow/Concord. Manor Tank antennae upgrade completed. Cleared hydrants after two major snow events.
13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H, and contractors including revisions to disbursement #15 package coordination and loan preparation. Submitted ERP update to NHDES.

APPROVED