HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF JANUARY 28th, 2025

Present at the meeting were : Chairman/Commissioner Todd Smith, Commissioners

Michael Jache, Michael St. Germain, James O'Brien, Treasurer Scott Ewing, Attorney BJ Branch, Office Manager/ ClerWCollector Nancy Philibotte, Supt. Michael Heidorn, Councilman Vincent Lembo, Jenna Rzasa/ Tata & Howard Absent: Russell Pelletier

Meeting opened at 6:01 p.m.
Public Hearing -Federal Lead and Copper Rule-Loan opened at 6:01

Motion made by James O'Brien seconded by Michael Jache to accept minutes for December 23, 2024 meeting.

Treasurer's Report:
Cleared balance as of December 31, 2024: $ 212,781.50
Uncleared transactions of $60,417.24 leaving a Register balance $152,364.26
NHPDIP Investment balance: open $ 516,448.47 deposit:$ 0.00 withdrawal:$ 0.00 Int: $2,039.13 Close: $518,487.60
NHPDIP Systern Dev balance: open: $6,987.23 deposit: $0.00 withdrawal: $0.00 int:$ 27.57 Close $ 7,014.80

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

Collector's Report:
12/24-12/31
Opened with $30,842.25 due, $-3,83 L99 backdated items $0.00 quarterly billing, $0.00 final bills, $-18,916.55 collections $600.00 misc. $0.00 refund, $0.00 return check $ 0.00 adjustments, $ 0000 penalties, leaving $8,693.71

Month opened with $8,693.71 due, $0.00 backdated items $0.00 quarterly billing, $258.07 final bills, $ 6,011.27 collections $170.00 misc. $0.00 refund, $ 0.00 return check $ -105020 adjustments, $ 0.00 penalties, leaving $ 3,005.31
Report accepted as presented by Michael Jache seconded by James O'Brien

Superintendent's Report;
l . Misc. admin
2. Bills/Financials
3. Water Quality
4. Water Use/diversion
5, Pike Quarry
6. Training

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7 Planning &Construction
8. Asset Mgmt./Mapping & GIS
9. Pump House/Scada
10.New Sources
I 1 . 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:

Old Business:

New Business:
Mike H and Jenna presented an overview of current supply & demand

Discussions- W. River Rd availability
Possible grant $
Bow Connection

Motion to close Public Hearing made by James O'Brien seconded by Michael Jache at 7:10

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.

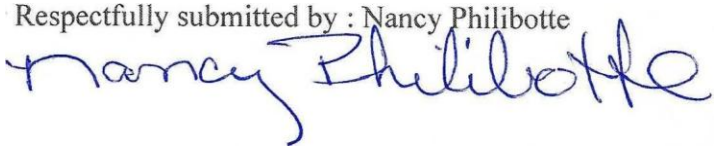
Motion for Housekeeping made by James O'Brien seconded by Michael Jache All matters upon which a consensus was reached during tonight's meeting, but where there may not have been a separate and distinct motion, be formally approved by the Board via this motion. Voice vote taken. All approved.

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 7:25 Motion made by James O'Brien seconded by Michael Ste Germain

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Respectfully submitted by : Nancy Philibotte



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HVWP SUPERINTENDENT'S REPORT
January 28, 2025

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and web site updates. Processed payroll/bills/deposits and Positive Pay notifications. Approved billing software upgrade contract and attended kickoff meeting on Jan. 23rd. Finalized CY25 operating budget preparation, including CY24 fiscal summary and Budget Committee (BC) forms. Attended BC hearing on Jan. 23rd; CY25 budget was approved. Prepared Jan. 2025 HVWP newsletter and new Water System Description handout. Met with CivicPlus re: new Federal website accessibility requirements. Submitted semiannual Fire Dept. bill with detailed summary of recent HVWP fire protection activities. Preliminary financial audit scheduled for Jan. 27th.

2. **Bills/Financials –** Jan. 21st P&L statement shows estimated 2025 operating revenues at $68K (or 4%) and expenses at $51K (or 3%) at 6% of the way through the CY25 budget. Account balances as of Jan. 21st are TD = $83K, PDIP investment = $514K and PDIP system devel. = $7K. First quarter billings a week ahead of schedule, providing customers with a voluntary grace period. Billings decreased 5% relative to CY24.

3. **Water Quality** – Routine Jan. testing completed. All reported levels meet NHDES standards. Began sorting and scanning historical water testing records. Fourteen customer-requested lead (Pb) samples have been tested to date for the Lead Service Line Inventory (LSLI); all were non-detected except for one with a trace of lead. The quarterly disinfection byproduct (DBP) monitoring report was prepared and submitted. Began LSLI revisions re: sample site tier status and required updating of sample site list.

4. **Water Use/Diversion** – Water usage remains low at about 206 KG/day on average, with a peak day of 237KG. Precipitation fell this past month (~0.9" to date) and average air temperature decreased from 31ºF to 25ºF. Well/pond levels continued to slowly increase. Brook diversions occurred throughout Jan.; field data sheets were provided to Verdantas in preparation for annual diversion report. Scheduling additional troubleshooting of failed connection between flow meter and SCADA PLC. Submitted Q4 2024 Water Use Report to NHDES.

5. **Pike Quarry** – No blasts occurred this past month. Verdantas sent out the seismograph for calibration.

6. **Training** – N/A.

7. **Planning & Construction** – Pre-construction and plan review coordination for University Commons project incl. meetings w/developer on Jan. 7th/22nd. Continued comprehensive evaluation of Head's Pond agreement and water system capacity incl. meetings w/MSG on Jan. 8th and Tata & Howard on Jan. 9th. Coordinated w/Atty. Branch and the Town re: Manchester Water Works proposed franchise area adjustment at the end of Technology Dr. Attended meeting w/Town re: completion status and retainage on Granite Woods (TIF) project. Submitted proposal to bring Dundee Ave. house service into compliance.

8. **Asset Mgmt./Mapping & GIS** – Provided detailed drought management performance statistics to Weston & Sampson as part of our ongoing Climate Change Vulnerability Assessment funded by NHDES. Continued assembling/scanning LSLI verification docs, planning for LSLI unknown line verification in 2025, and tie card updates. Discussed renewal of efforts to clarify HVWP property off of Pine St. w/Atty. Branch.

9. **Pump House/SCADA** – Daily pump house inspections completed w/associated maintenance as needed. Ordered replacement for one of five VFDs at Booster Station, originally installed ~2005. Responded to power outage and large pine tree on power line at North Station on Jan. 2nd w/help from Eversource/Accurate Tree.

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10. **New Sources** – Reviewed test well access problems, alternatives and deadlines with Verdantas. Reached out again to Eversource, MacLellan Oil, Continental, Carriage Hill HOA, and West River Rd. residents about possible access. Identified a few additional targets ("long shots") to pursue.
11. **Cross-Connection Control** – Submitted annual report to NHDES; in CY24, completed 516 tests/retests on 369 backflow devices. Submitted CY25 testing contractor agreement for selected devices.
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. Toured pump stations w/new GSRWA Circuit Rider. Attended Jan. 16th Light Up the Village meeting and assisted LUTV reps w/power modification. Replaced all hydrant markers w/aluminum Hydra-Flectors for improved durability and maintenance. Manor Tank antennae upgrade has begun.
13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H, and contractors including disbursement package coordination and loan preparation. Sanitary survey deficiency has been closed out by NHDES.
14. **RT93 Diesel Spill** – Awaiting NHDES response to repurpose monitoring wells.

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