HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF MARCH 25th, 2025

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

Monthly meeting opened at 6:00 p.m.

Motion made by James O'Brien seconded by Michael St. Germain to accept minutes for February 25, 2025 meeting

Treasurer's Report:

Cleared balance as of February 28, 2025: $ 234,095.69
Uncleared transactions of $28,671.97 leaving a Register balance $205,423.72
NHPDIP Investment balance: open $ 520,452.46 deposit:$ 0.00 withdrawal:$ 0.00 Int: $1,769.64 Close: $522,222.10
NHPDIP System Dev balance: open: $7,041.38 deposit: $0.00 withdrawal: $0.00 int:$ 23.94 Close $ 7,065.32

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

Collector's Report:

Month opened with $129,746.02 due, $13,675.88 backdated items $0.00 quarterly billing, $482.75 final bills, $ 108,917.00 collections $12,531.76 misc. $0.00 refund, $ 0.00 return check $ -430.00 adjustments, $ 7,796.74 penalties, leaving $ 27,534.39
Report accepted as presented by Russell Pelletier seconded by
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
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: Technology Drive & Manchester Water
Not dropping claim
Grant waiver with approved revised plan-Jim not in favor.
Old Business:
Discussion: Bow interconnection-Bow getting proposals. May be looking to have meeting.

New Business:

Motion made by Russell Pelletier 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 Russell Pelletier 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 Russell Pelletier 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 6:45 Motion made by Michael St. Germain seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

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HVWP SUPERINTENDENT'S REPORT
March 25, 2025

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and web site updates. Processed payroll/bills/deposits and Positive Pay notifications. Ongoing coordination of billing software upgrade including meeting on 3/12. Troubleshot and ultimately replaced admin printer. Updated/ordered new check stock. Provided support letter to State Rep on behalf of Health Trust re: SB297.

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. Sent out 181 late notices on total outstanding balance of $45K representing about $8K in late fees. Made 6th annual tank loan payment of $110K. Investigated with auditor and responded to NHDES re: need for federal Single Audit.

3. **Water Quality** – Routine Mar. testing completed. All compliance samples met NHDES standards. Three additional customer-requested lead (Pb) samples from one home were submitted for analysis as part of the Lead Service Line Inventory (LSLI); elevated results reported to owner with recommendations; curb valve dig being scheduled. Ongoing LSLI revisions are being completed to document proof of service line materials. Submitted final application to NHDES for LSLI loan; received notice of award for additional $60K. Started 2025 CCR. Coordinated non-compliance PFAS sampling at all sources at NHDES' request.

4. **Water Use/Diversion** – Water usage remains low at about 206 KG/day on average, with a peak day of 241KG. Precipitation remained the same this past month (~2.2" to date) and average air temperature rose to 40ºF. Well/pond are at maximum levels. Brook diversions occurred through Feb. 18th. Submitted 2024 *Water Balance Report* to NHDES. Completed 2025 diversion monitoring agreement with Verdantas. Completed comprehensive evaluation of drought impacts on past diversions for the NHDES climate change study.

5. **Pike Quarry** – No blasts occurred this past month. Received annual lease payment.

6. **Training** – Staff attended NHDES' *LCRI Next Steps: What to Focus on Now?* on 3/19. Jenna and Mike prepared project financing presentation for NEWWA Spring Conference.

7. **Planning & Construction** – Final pre-construction coordination and initial construction inspection for University Commons. Ongoing plan review coordination for Bernice St. Extension. Met w/Atty. Branch and NHDES re: Head's Pond agreement on 3/11; follow-up meeting scheduled for 4/4. Met w/Atty. Branch and 400 Technology Dr. representatives on 3/12 to review proposed utility plan and discuss franchise area issue. Submitted water quality/availability survey to over 40 landowners in the RT3A- Gosselin Ave. area. Provided detailed comments on proposed Granite Woods subdivision to Planning Board. Provided Town Council w/ HVWP update and TIF Committee presentation notes. Provided reference letter for contractor at 1663 Hooksett Rd. Coordination w/potential buyer and Town re: 254 West River Rd. "subdivision." Coordination w/Atty. Branch re: parcel boundary with American Legion.

8. **Asset Mgmt./Mapping & GIS** – Submitted final application to NHDES for asset management plan grant. Finalized update of digital service area maps for Town's website.

9. **Pump House/SCADA** – Daily pump house inspections completed w/associated maintenance as needed including chemical tank cleaning and analyzer parts cleaning and changeouts. Replaced VFD for Fire Pump #2 at the Booster Station with EII.

10. **New Sources** – Site walkovers completed at West River Rd. and Rowing Club sites. Four test wells completed at West River Rd. site; initial results look promising; pumped best well for

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four hours and submitted samples to lab on 3/24. Spoke w/Bow Town Mgr. and updated Board on Bow's renewed interest in an interconnection.

11. **Cross-Connection Control** – Spring testing underway; non-irrigation devices nearly completed.
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. Coordinated logo addition for new truck and annual inspections for utility trucks; replaced fuel rebreather on admin truck. Met w/new parts distributor rep for GL Lyons on 3/19.
13. **DES Sanitary Survey** – Ongoing coordination re: disbursement #15 package coordination.
14. **RT93 Diesel Spill** – Awaiting NHDES response to repurpose monitoring wells.

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