HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF JULY 29th, 2025

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

Monthly meeting opened at 6:00 p.m.

Motion made by James O'Brien seconded by Mike St. Germain to accept the minutes of the May 27th meeting.

Treasurer's Report:

Cleared balance as of May 31, 2025: $ 150,992.01
Uncleared transactions of $34,746.93 leaving a Register balance $116,245.08
NHPDIP Investment balance: open $ 506,034.83 deposit:$ 0.00 withdrawal:$ 50,000.00 Int: $1,714.28 Close: $457,749.11
NHPDIP System Dev balance: open: $47,485.05 deposit: $0.00 withdrawal: $0.00 int:$ 174.16 Close $ 47,659.21

Cleared balance as of June 30, 2025: $ 109,474.24
Uncleared transactions of $31,356.75 leaving a Register balance $78,117.49
NHPDIP Investment balance: open $ 457,749.11 deposit:$ 0.00 withdrawal:$ 0.00 Int: $1,620.50 Close: $459,369.61
NHPDIP System Dev balance: open: $47,659.21 deposit: $0.00 withdrawal: $0.00 int:$ 168.72 Close $ 47,827.93

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

Collector's Report:

5/28/2025 to 7/29/2025
Month opened with $144,930.79 due, $-432.55 backdated items $0.00 quarterly billing, $1,495.40 final bills, $ 146,597.52 collections $5,223.66 misc. $0.00 refund, $488.46 return check $ -315.00 adjustments, $ 7,900.98 penalties, leaving $ 22,694.22
Report accepted as presented by Michael St. Germain seconded by James O'Brien

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

Attorney Report:
Discussion: Manchester Water agreement
Waiver for Old Dominion

Old Business:
Motion made by James O'Brien seconded by Russell Pelletier to have Michael Heidorn sign agreement as amended with Manchester Water Works and waiver for Old Dominion

New Business:
Motion made by James O'Brien seconded by Russell Pelletier to sign agreement with Forest Management Services with funds to be deposited into interest bearing escrow account named "Water Supply"

Discussion: Lead service line inventory Rate & Fee schedule

Motion by James O'Brien seconded by Michael St. Germain to amend on-call policy from weekly to daily recording.

Motion made by James O'Brien 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 6:55 Motion made by Michael St. Germain seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT
July 29, 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 several meetings, ongoing data conversion, and creation of new billing template. Completed major overhaul of bulk hauler withdrawal tracking and billing spreadsheet. Submitted annual HVWP report to the Town for their annual report. Welcomed new Town Council rep David Smith. Researched appropriateness of current email server fees. Donated to Heritage Comm. and set up HVWP flower box on Lilac Bridge. Participated in GSRWA Scholarship Program application review.

2. **Bills/Financials –** July 21st P &L statement shows estimated 2025 operating revenues at $829K (or 50%) and expenses at $932K (or 56%) at 56% of the way through the CY25 budget. Account balances as of July 21st are TD = -34K (PDIP transfer covered this), PDIP (Inv.) = $459K & PDIP (SD) = $48K. Submitted $67K Fire Dept. invoice and semiannual report. Mailed $360K in Q3 billings. Eleven delinquent accounts with a total balance of $4K received shutoff tags and none of those accounts were ultimately shut down. Signed loan repayment schedule and made first $69K loan payment to NHDES for our recent tank/main TIF project.

3. **Water Quality** – Routine July testing completed. All compliance samples met NHDES standards.

4. **Water Use/Diversion** – Water usage increased to about 470 KG/day on average, with a peak day of 543KG. Precipitation decreased this past month (~0.75" to date) and average air temperature rose to 75ºF. Wells and pond are experiencing seasonal lowering of levels. No brook diversions occurred this past month. Submitted Q2 Water Use Report to NHDES.

5. **Pike Quarry** – Four blasts occurred this past month on 6/24, 7/3, 7/15 and 7/28. During three of the blasts, seismometer results were greater than the peak particle acceleration trigger (0.09g). None of the blast results exceeded the peak particle velocity trigger (0.9 in/sec).

6. **Training** – Maddy participated in ESRI's water user workshop at Pennichuck Water Works on 6/25. Mike and Maddy attended an *Excel Data Cleaning & Analysis* class on 7/17.

7. **Planning & Construction** – Finished plan review for Bernice St. Extension; working on conditional approval and utility easement coordination. Coordination w/500 (formerly 400) Technology Dr. attorney and Atty. Branch on utility plan; conditional approval/waiver submitted to Old Dominion on 7/16. Completed further investigation on Bayview boat ramp ROW, including meeting w/Town Administrator & Town Planner on 7/7 and submittal of detailed summary/history to Atty. Branch. Final review of NHDES Climate Change Vulnerability draft report for Hooksett. Detailed review of MSG/3A agreement re: Head's Pond development and submittal of draft letter to Atty. Branch re: same. Initial coordination re: Cigna TRC request.

8. **Asset Mgmt./Mapping & GIS** – Lead Service Line Inventory (LSLI) loan/grant project coordination, including historical records review, inventory synchronization with new NHDES LSLI template, initial prep of ArcGIS LSLI map and 7/24 ESRI meeting. Coordinated draft LSLI Environmental Review report prep w/T&H. Interviewed by NHDES contractor on 7/15 for municipal water energy efficiency case study. Submitted quarterly Asset Management grant project status report to NHDES. Met with Overwatch on 6/30 to review cybersecurity assessment results; they concluded that our data risk is elevated but that we are in a state of readiness to implement solutions; they will be funding the solutions and we are seeking quotes now.

9. **Pump House/SCADA** – Daily pump house inspections completed w/associated maintenance as needed.

APPROVED

10. **New Sources** – Coordinated final new source project grant disbursement request with NHDES and Verdantas. Submitted overview of significant recent new source identification efforts to Town.
11. **Cross-Connection Control** – Summer (irrigation device) testing is ongoing.
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. Mowing and trimming. Responded to weekend leak emergency at 26 Highland. Completed 17 curb valve digs/repairs w/new excavator on Morgan Dr., Ray Dr. and Short Ave. as part of the LSLI project; no lead detected. Met w/ Dalton Mtn. Forestry on 7/24 and reviewed forestry proposal for 50-acre HVWP parcel west of RT93. RT93 monitoring well repurposing coordination TBD.

APPROVED