HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF MAY 27th, 2025

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

Monthly meeting opened at 6:01 p.m.

Motion made by James O'Brien seconded by Mike St. Germain to accept the minutes of the May 13th Supplemental meeting.

Motion made by Michael Jache seconded by James O'Brien to accept minutes for April 29th, 2025 meeting

Treasurer's Report:
Cleared balance as of April 30, 2025: $ 77,004.42
Uncleared transactions of $29,495.92 leaving a Register balance $47,508.50
NHPDIP Investment balance: open $ 524,163.10 deposit:$ 0.00 withdrawal:$ 20,000.00 Int: $1,871.73 Close: $506,034.83
NHPDIP System Dev balance: open: $47,315.66 deposit: $0.00 withdrawal: $0.00 int:$ 169.39 Close $ 47,485.05

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

Collector's Report:

Month opened with $21,979.21 due, $0.00 backdated items $286,058.76 quarterly billing, $155.60 final bills, $ 167,846.80 collections $4,262.41 misc. $0.00 refund, $ return check $ 321.61 adjustments, $ 0.00 penalties, leaving $ 144,930.79
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
8. Asset Mgmt./Mapping & GIS
9. Pump House/Scada
10.New Sources

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11. Cross-Connection Control
12. Misc. Field Projects
13. DES Sanitary Survey
14. RT93 Diesel Spill
Report accepted as presented Michael St. Germain seconded by James O'Brien

Attorney Report:
Discussion: Manchester Water connection

Old Business:
Discussion: Bow interconnection-Bow willing to have meeting
Discussion: Niagara Project
Discussion regarding connection to Manchester Water

New Business:

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 6:15 Motion made by Michael St. Germain seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

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HVWP SUPERINTENDENT'S REPORT
May 27, 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 comprehensive meetings on 5/6, 5/9 and 5/15. Coordinated Supplemental Meeting w/Board on 5/13. Began review of heating fuel contract renewal and investigation of alternative options.

2. **Bills/Financials –** May 22nd P &L statement shows estimated 2025 operating revenues at $707K (or 42%) and expenses at $591K (or 35%) at 39% of the way through the CY25 budget. Account balances as of May 22nd are TD = $108K, PDIP (Inv.) = $454K & PDIP (SD) = $47K. May 1st billings mailed out with irrigation conservation guidance materials.

3. **Water Quality** – Routine May testing completed. All compliance samples met NHDES standards. Initiated transfer of service line database to the new Lead Service Line Inventory (LSLI) template released by NHDES.

4. **Water Use/Diversion** – Water usage increased to about 249 KG/day on average, with a peak day of 329KG. Precipitation increased this past month (~9.2" to date) and average air temperature rose to 56ºF. Wells and pond remain at maximum levels. No brook diversions occurred this past month. Half of the diversion monitoring equipment was reinstalled for the season by Verdantas on 5/2, including upgraded transducers.

5. **Pike Quarry** – Four blasts occurred this past month on 5/1, 5/7, 5/13 and 5/14. During two of the blasts, seismometer results were greater than the current slope stability criterion aka peak particle acceleration trigger (0.09g). No blast results exceeded the proposed peak particle velocity trigger (0.9 in/sec).

6. **Training** – Maddy participated in NHDES' *2025 Drinking Water Festival* for 4th and 5th graders on 5/8. Mike completed *Hydrogeology of Glacial Deposits* on 5/20.

7. **Planning & Construction** – Ongoing plan review coordination for Bernice St. Extension. Gas station completed; assisted contractor with retiring Campus Dr. blowoff. Initial coordination w/HSI, engineer for Brady Sullivan, re: conceptual development plan for former Cigna site including meeting on 5/14. Attended TRC meeting on 5/12 for proposed duplex development at the end of Campus Dr., and provided followup documentation re: HVWP procedures. Coordination w/Atty. Branch and 400 Technology Dr. representatives on proposed utility plan review. Completed further investigation on Bayview boat ramp ROW and scheduled public info sessions for 6/5. Coordinated w/Port One, Towns of Bow and Hooksett, Manchester Water Works (MWW) and Niagara Bottling re: feasibility of 1.2MGD NB facility at Granite Woods, incl. meeting with Niagara on 5/6 and Supplemental Meeting w/Board on 5/13; request for up to 1.5MGD from MWW approved by their board on 5/22.

8. **Asset Mgmt./Mapping & GIS** – Asset management grant update project kickoff meeting held with NHDES on 5/14. Received Governor/Exec. Council approval for $860K LSLI loan/grant.

9. **Pump House/SCADA** – Daily pump house inspections completed w/associated maintenance as needed. Finished roof repairs at old North station. SCADA troubleshooting underway; internet plus cellular communication failure last weekend.

10. **New Sources** – Coordinated/participated in final progress meeting with NHDES and Verdantas on 5/14. Submitted project update to West River Rd. site owner. Draft report coordination w/Verdantas. Continued conversation re: Bow interconnection schedule and logistics with Town of Bow. Completed Head's Pond site walkover and discussed with Carriage Hill Homeowners Assoc.

11. **Cross-Connection Control** – Spring testing continues.

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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 began. Private hydrants with plow damage repaired at Bluebird Storage and Univ. Heights Apartments. Pressure washed Quarry Tank, Booster Sta. and old North building.
13. **DES Sanitary Survey** – Finalizing release of retainage for Thompson Corner Tank replacement.
14. **RT93 Diesel Spill** – NHDES closure report received; they indicated "ok" to repurpose monitoring wells.

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