HOOKSETT VILLAGE WATER PRECINCT MINUTES OF AUGUST 26th, 2025

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

Monthly meeting opened at 6:00 p.m.

Motion made by Russell Pelletier seconded by Michael St. Germain to accept the minutes of the July 29th meeting.

Treasurer's Report:

Cleared balance as of July 31, 2025: $ 85,036.33
Uncleared transactions of $855.42 leaving a Register balance $84,180.91
NHPDIP Investment balance: open $ 459,369.61 deposit:$ 0.00 withdrawal:$65,000.00 Int: $1,613.29 Close: $395,982.90
NHPDIP System Dev balance: open: $47,827.93 deposit: $0.00 withdrawal: $0.00 int:$175.16 Close $ 48,003.09

Report accepted as presented by Michael St. Germain seconded by Russell Pelletier

Collector's Report:

Month opened with $22,694.22 due, $-382.50 backdated items $359,820.34 quarterly billing, $226.55 final bills, $ 230,964.02 collections $736.29 misc. $0.00 refund, $0.00 return check $ 0.00 adjustments, $0.00 penalties, leaving $ 152,130.88
Report accepted as presented by Michael St. Germain seconded by Russell Pelletier

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

Attorney Report:
Discussion: Boat Ramp

Old Business:
Motion made by James O'Brien seconded by Russell Pelletier to accept the lead service line rate schedule.

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 7:09 Motion made by Michael St. Germain seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

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HVWP SUPERINTENDENT'S REPORT

August 26, 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 meetings, initial training sessions, ongoing data conversion, and finalization of new billing template. Implemented updated on-call policy. Reviewed water hauler COI requirements with Davis & Towle. Assembled historical office parking images for Atty. Branch. Coordinated receipt of final 2024 financial audit; no outstanding issues to resolve; unrestricted net position = $982K. Submitted annual NHDES ARPA Subrecipient report.

2. **Bills/Financials –** Aug. 18th P &L statement shows estimated 2025 operating revenues at $1,203K (or 73%) and expenses at $1,065K (or 64%) at 63% of the way through the CY25 budget. Account balances as of Aug. 18th are TD = $113K, PDIP (Inv.) = $396K & PDIP (SD) = $48K.

3. **Water Quality** – Routine August compliance testing completed. All compliance samples met NHDES standards. Voluntary monthly distribution system and source testing also completed; no anomalies.

4. **Water Use/Diversion** – Water usage increased to about 531 KG/day on average, with a peak day of 610KG. Precipitation has been similar to July this past month (~1.1" to date) and average air temperature dropped slightly to 71ºF. Well and pond levels are seasonally lowered. No brook diversions occurred this past month. NDMC Aug. 21st report shows Hooksett hovering between Abnormally Dry and Moderate Drought. Field staff devised and installed a new, customized diversion control valve at the Pike intake to dramatically improve control over intake flows; the DIY approach saved over $8K in materials alone.

5. **Pike Quarry** – One blast occurred this past month on 8/14. During the blast, some seismometer results exceeded the original peak particle acceleration trigger (0.09g). None of the blast results exceeded the current peak particle velocity trigger (0.9 in/sec).

6. **Training** – Staff attended GSRWA's *Operator Field Day* on Aug. 14th; Mike was elected to GSRWA Board of Directors. Mike and Maddy attended NHWWA's *Construction Day* on Aug. 6th.

7. **Planning & Construction** – Issued conditional approval for Bernice St. Extension and met with developer/contractor on Aug. 14th. Ongoing coordination with Town and Atty. Branch on MSG/3A agreement re: Head's Pond development. Closed out three most recent University Circle area bonds. Ongoing coordination re: Cigna TRC request. Review of office RR crossing upgrade proposal. Met with TF Moran on Aug. 19th re: new Granite Woods proposal to complete first phase of building off Hackett Hill Rd.

8. **Asset Mgmt./Mapping & GIS** – Lead Service Line Inventory (LSLI) project coordination, including ongoing historical records review, inventory updates, quarterly report submittal, rate sheet update, etc. Attended Climate Change Vulnerability Assessment project meeting at NHDES on 7/31.

9. **Pump House/SCADA** – Daily pump house inspections completed w/associated maintenance as needed. Failed solar inverter diagnosed and replaced at the Quarry Tank with assistance from Ell.

10. **New Sources** – Final new source project grant disbursement received from NHDES. Met w/Town of Bow DPW, water system operator and engineer (Dubois & King) on Aug. 15th to review technical issues related to the proposed interconnection; D&K coordination with NHDOT and test borings are next.

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, including assisting the Town with clarifying service locations at Donati Park. Shutoffs, finals, chemical deliveries and customer bacteria samples completed as needed. Mowing and trimming.

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Responded to water main break at 45 Dale Rd on Aug. 8th; replaced section of 8" PVC with longitudinal break possibly associated with rocks in bedding; also replaced rotten service saddle that broke during excavation; estimated water loss ~23KGals. Prepared water main repair contractor emergency call list. Completed several curb valve digs/repairs on Kennedy Dr. as part of the LSLI project; no lead detected. Signed Dalton Mtn. Forestry agreement for 50-acre HVWP parcel west of RT93; selective cut to begin this week; applied for timber tax waiver from Town. Coordinated response to phosphate delivery error.

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