HOOKSETT VILLAGE WATER PRECINCT MINUTES OF SEPTEMBER 23th, 2025

Present at the meeting were : Chairman/Commissioner Todd Smith ,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, Absent: Councilman David Smith
Doug McGuire/engineer-Bernice St ext, Rob Starale Owner/Dev Bernice St ext

Monthly meeting opened at 6:00 p.m.

Motion made by Russell Pelletier seconded by James O'Brien to accept the minutes of the August 26th meeting.

Treasurer's Report:
Cleared balance as of August 31, 2025: $ 204,314.78
Uncleared transactions of $11,580.30 leaving a Register balance $192,734.41
NHPDIP Investment balance: open $ 395,982.90 deposit:$ 100,000.00 withdrawal:$ 0.0 Int: $1,451.92 Close: $497,434.83
NHPDIP System Dev balance: open: $48,003.09 deposit: $0.00 withdrawal: $0.00 int:$176.01 Close $ 48,179.10

Report accepted as presented by Michael St. Germain seconded by Mike Jache

Collector's Report:
Month opened with $152,130.88 due, $663.85 backdated items $0.0 quarterly billing, $0.0 final bills, $ 127,005.00 collections $45.00 misc. $0.00 refund, $114.17 return check $ -70.00 adjustments, $9,319.58 penalties, leaving $ 33,870.78
Report accepted as presented by Michael St. Germain seconded by Michael Jache

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

Draft minutes unreviewed by Precinct. These may contain inaccuracies and should not be relied upon as public record.

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:

New Business:
Discussion Bernice Street ext.
Discussion Brady Sullivan

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 7:18 Motion made by Michael St. Germain seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

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HVWP SUPERINTENDENT'S REPORT
September 23, 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, training sessions, ongoing data conversion, initial setup of credit card payment device for office, purchase of pressure sealer, preparation of customer outreach materials, and meeting with Webster Woods to review possible irrigation meter plumbing improvements. Met with realtor for and owner of 4 Pleasant Street to discuss potential for office relocation. Attended 8/27 GSRWA Board meeting and participated in subsequent online voting events. Assembled correspondence files for recent legal actions at Atty. Branch's request. ADU application coordination. Coordinated STD paperwork for staff medical leave.
2. **Bills/Financials –** Sept. 15th P &L statement shows estimated 2025 operating revenues at $1,223K (or 73%) and expenses at $1,150K (or 69%) at 71% of the way through the CY25 budget. Account balances as of Sept. 15th are TD = $117K, PDIP (Inv.) = $547K & PDIP (SD) = $48K.
3. **Water Quality** – Routine September 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 decreased to about 449 KG/day on average, with a peak day of 530KG. Precipitation increased this past month (~2" to date) and average air temperature dropped to 62°F. Well and pond levels remain seasonally lowered. No brook diversions occurred this past month. NDMC Sept. 18th report shows Hooksett at Moderate Drought with drought removal likely this fall.
5. **Pike Quarry** – Two blasts occurred this past month (9/16, 9/18). During one blast, results exceeded the original PPA trigger (0.09g). No results exceeded the current peak particle velocity trigger (0.9 in/sec).
6. **Training** – Mike attended NRWA's *WaterPro Conference* last week.
7. **Planning & Construction** – Approved shop drawings and began in-house construction inspection for Bernice St. Extension; responded to request from developer to change the terms of our condition approval. Ongoing coordination with Town and Atty. Branch on (a) Bayview Terrace boat ramp and (b) MSG/3A agreement re: Head's Pond development. Submitted detailed conditional approval of TRC request by Brady Sullivan; attended TRC meeting on 9/15. Met with Tata & Howard on 9/10 to brainstorm approach to System Development Fee update and completed follow-up research. Met w/owner of 1621 Hooksett Rd. to discuss wetland restrictions on parcel development.
8. **Asset Mgmt./Mapping & GIS** – Lead Service Line Inventory (LSLI) project coordination, including ongoing historical records review, inventory updates, NHDES correspondence, first draft pay request, etc. Facilitated submittal of cost estimate to Overwatch for grant funding of cybersecurity improvements. Completed one-year tank inspection at new Thompson Corner Tank on 9/10; the tank is in excellent condition. The Precinct was honored this past month with a picture of the new tank on the cover of the Town's annual report.
9. **Pump House/SCADA** – Daily pump house inspections completed w/associated maintenance as needed.
10. **New Sources** – D&K coordination with NHDOT ongoing for Bow test borings on RT3A.
11. **Cross-Connection Control** – Summer (irrigation device) testing is near completion.
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. Selective cut underway on 50-acre HVWP parcel west of RT93;

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timber tax waiver received from Town, estimated value ~$5K; site walk-through completed with Dalton Mtn. Forestry on 9/4. Replaced windshield on 2020 Silverado.

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