

**HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF JUNE 29, 2021**

Present at the meeting were: Commissioners – Michael Jache, Russell Pelletier, James O’Brien, , Treasurer Scott Ewing, Att. BJ Branch, Office manager/Collector Nancy Philibotte Absent: Chairman Todd Smith, Supt. Michael Heidorn

Meeting opened at 6:00 p.m.

Motion made by Russell Pelletier seconded by James O’Brien to accept minutes for May meeting.

Treasurer’s Report:

Cleared balance as of May, 2021: \$98,611.21
13 Uncleared transactions of \$9,023.93 leaving a Register balance \$129,699.92
NHPDIP balance: \$344,082.23 int: 6.08

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

Collector’s Report:

Month opened with \$105,808.81 due,\$0.00 backdated items \$0.00 quarterly billing, \$1,862.95final bills, \$ 119,617.79 collections \$13,953.60 misc. \$0.00 refund, \$241.40 return check \$ -105.00 adjustments, \$ 5,671.18 penalties, leaving \$7,815.15

Report accepted as presented by Russell Pelletier 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. Mapping & GIS
9. Pump House/Scada Improvements
10. New Source
- 11.Cross-Connection Control
12. Misc. Field Projects
13. DES Sanitary Survey

Report accepted as presented by Michael Jache seconded by Russell Pelletier

Attorney Report:

Old Business:

New Business:

Motion made by James O'Brien seconded by Russell Pelletier to accept the Policy Manual as presented.

Motion for Housekeeping made by James O'Brien seconded by Russell Pelletier at 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 Russell Pelletier to Indemnify and defend All Commissioners and employees from financial exposure from any and all claims arising out of the performance of their duties.

Meeting adjourned at 6:15 Motion made by James O'Brien seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

June 29, 2021

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Continuing spring backflow billing. Ongoing coordination to facilitate large meter changeouts; Windsor Terrace (#2 largest user) meters have been ordered and new Cigna meter installed. Began to “clean up” old PDIP escrow accounts. Interviewed by NHWWA about our progressive budget/CIP/rate/outreach efforts on June 10th. Began coordinating transfer of our web site and email hosting services. Our IT contractor made network equipment repairs, security improvements (VPN setup for Sarah, CHWP remote login removal for Sarah and Nancy) and finished setting up access parameters for Nancy’s printer/scanner.
2. **Bills/Financials** – June 21st P&L statement shows estimated 2021 operating revenues at \$596K (or 44%) and expenses at \$530K (or 39%) at 47% of the way through the CY21 budget. Balances as of June 21st are TD account = \$100K and PDIP account = \$419K, including a transfer of \$75K into PDIP on June 14th. A portion (\$20K) of the connection fees owed by Hip Peas (191 W. River Rd.) was received this month.
3. **Water Quality** – Routine June testing completed; bacteria = absent and distribution = normal.
4. **Water Use/Diversion** – Water usage continues its seasonal increase. Well levels are in the Normal range for the season and the pond level is slightly above normal thanks to some late winter / spring diversions. The region is considered in Abnormally Dry conditions according to NHDES.
5. **Pike Quarry** – GeoInsight has notified us that they participated in a corporate merger but remain committed to the project; Brian Nereson has left the company but the remaining project team has adapted and been responsive. They are in the process of reviewing the Vibrattech info. Three blasts occurred since the last report (May 24th, June 8th and June 17th); all met our slope stability criterion. Another is planned for June 24th but the results were not available as of the writing of this report. The first GeoInsight invoice reimbursement request still needs to be processed.
6. **Training** – Mike co-presented an overview of the Quarry Tank project with Statewide Aquastore at a NEWWA webinar on June 3rd. Mike attended the USEPA *Water Sector Cybersecurity Forum* on May 26th; NHWWA *Special Meeting* on June 8th; Proofpoint’s *Ransomware Attacks* and Siemens *Remote Monitoring & Digital Apps in Water* on June 22nd; and Backblaze’s *The State of Backups & Best Practices* on June 23rd.
7. **Planning & Construction** – River Hill paving nearly completed. Ongoing assistance to Town re: review of Silver City Exit 11 proposed gravel pit project including attendance at June 8th ZBA meeting. Ongoing coordination and construction oversight re: Hip Peas project on West River Rd; water line has been placed to the building and hydrant has been relocated. Advised Town on proposed building improvements at Park & Rec facility and DPW facility. Received plans and application for water service for extension up Hackett Hill Rd. to new proposed warehouse. Received inquiry from Mount St. Mary’s board about restarting process of connecting to high pressure zone. Attended June 7th TIF Comm. and June 9th Town Council meetings.
8. **Mapping & GIS** – Meetings to kick off the 2021 AM project are being planned for early July. A copy of the GIS map was provided to NHDES in preparation for the meeting.
9. **Pump House/SCADA** – Coordinated TOD switchover troubleshooting for Booster Station.
10. **New Sources** – The Town of Bow has requested an update on the interconnection report from D&K.

11. **Cross-Connection Control** – Spring 2021 testing/reporting/coordination is ongoing.
12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 44 installed since May and total so far = 891. Shutoffs, finals and bacteria samples completed as needed. Piped new office generator. Replaced Bert St. hydrant. Ongoing mowing at all stations, tanks and office. Routine generator maintenance completed June 22nd. Began updating curb valve field measurements and tie card drawings/files.
13. **DES Sanitary Survey** – The \$2.1M SRF pre-application was submitted to NHDES and is under review. 195 applications totaling \$450M were received by NHDES. The draft SRF project list is expected to be released at the end of July, with a hearing and public comment period in early August. Coordinated with Town and Sewer Department to facilitate re-confirmation of Town's \$300K commitment to water main project.

APPROVED