

**HOOKSETT VILLAGE WATER PRECINCT  
MINUTES OF JULY 27, 2021**

Present at the meeting were: Commissioners – Chairman Todd Smith, Russell Pelletier, James O’Brien, Treasurer Scott Ewing, Office manager/Clerk Nancy Philibotte, Att. BJ Branch, Supt. Michael Heidorn Absent: Commissioner Michael Jache  
Meeting opened at 6:00 p.m.

Present for the discussion/presentation re: Granite Woods project:  
Ken Conaty/Supt. Hooksett Sewer, Sid Baines/Commissioner Hooksett Sewer, TIF Committee member Michael Sorel, Economic Development Committee members David Scarpetti/Chair, Matt Barrett, Alden Beauchemin, Bruce Thomas/Town Engineer, Yogesh Jitoo/Project Manager Tata & Howard, David Mercier/Town Consultant Underwood Engineering  
Presentation and discussion ended 6:55

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

**Treasurer’s Report:**

Corrected cleared balance for May: 138,723.85  
Cleared balance as of June, 2021: \$104,155.15  
9 Uncleared transactions of \$9,844.28 leaving a Register balance \$94,310.87  
NHPDIP balance: \$419,089.05 int: 6.82

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

**Collector’s Report:**

Month opened with \$7,815.15 due,\$92.16 backdated items \$0.00 quarterly billing, \$ 1,083.35 final bills, \$ 1,054.93 collections \$1,255.00 misc. \$0.00 refund, \$0.00 return check \$ -135.00 adjustments, \$ 0.00 penalties, leaving \$-944.27

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 James O'Brien seconded by Russell Pelletier

**Attorney Report:**

**Old Business:**

GeoInsight to attend and discuss report at August meeting

**New Business:**

Motion made by James O'Brien seconded by Russell Pelletier 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 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. Voice vote taken. All Approved.

Meeting adjourned at 7:15 Motion made by James O'Brien seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

**HVWP SUPERINTENDENT'S REPORT**

July 27, 2021

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Finished spring backflow billing. Ongoing coordination to facilitate large meter changeouts; Windsor Terrace (#2 large user) meters are back-ordered due to chip crisis, most of the Sewer Dept. (#12 large user) meters changed out on July 22<sup>nd</sup>. Continued to “clean up” old PDIP escrow accounts. Successfully transferred our web site and email hosting services. Completed Aug. 1<sup>st</sup> billing ahead of schedule. Requested Town Council liaison to Board. Requested addition of Precincts to Town’s cable franchise agreement.
2. **Bills/Financials** – July 19<sup>th</sup> P&L statement shows estimated 2021 operating revenues at \$611K (or 45%) and expenses at \$607K (or 44%) at 55% of the way through the CY21 budget. Balances as of July 19<sup>th</sup> are TD account = \$50K and PDIP account = \$419K. The lag in the financials prior to the August billing represents the typical “slump” as we come off of winter billings and head into summer.
3. **Water Quality** – Routine July testing completed; bacteria = absent and distribution = normal. The Q2 2021 DBP report was submitted to NHDES as required; DBPs were also tested in July and were low as usual. The East Well was tested for VOCs, IOCs, CN and NO<sub>3</sub>/NO<sub>2</sub>. IOCs were normal and the rest were ND.
4. **Water Use/Diversion** – Water usage is seasonally high. Well and pond levels are far above normal thanks to recent persistent rains and diversions from Brickyard Brook. The region is no longer considered Abnormally Dry according to NHDES. The diversion flow meter has been removed for error diagnosis.
5. **Pike Quarry** – GeoInsight has reviewed the VibraTech info and submitted a Geotechnical Slope Analysis Report to the Board. One blast occurred on June 24<sup>th</sup>; it met our slope stability criterion. Another is planned for July 23<sup>rd</sup> but the results were not available as of the writing of this report. The first GeoInsight invoice reimbursement request was submitted to Pike via Atty. Branch; second in preparation.
6. **Training** – Mike/Matt attended the *Lead Service Line Inventory* webinar on July 19<sup>th</sup>. Significant changes in federal rules resulting from the Flint crisis will require detailed inventories and other action items.
7. **Planning & Construction** – Water construction has been completed at the Hip Peas project; waiting on final plans. Coordination re: application for water service for extension up Hackett Hill Rd. to new proposed warehouse, including meeting at Sewer Dept. on July 6<sup>th</sup>. Coordination re: inquiry from Mount St. Mary’s board about restarting process of connecting to high pressure zone. Coordination re: possible conversion of daycare to apartments at 45 Mt. St. Mary’s Way, including TRC meeting on July 12<sup>th</sup>. Coordinated with Town and Sewer Dept. re: and participated in July 13<sup>th</sup> infrastructure funding strategy meeting with NHDES. Attended July 12<sup>th</sup> TIF Comm., July 20<sup>th</sup> Sewer Dept.-TIF Comm. and July 21<sup>st</sup> EDAC meetings.
8. **Mapping & GIS** – Meetings to kick off the 2021 AM project were held with Tata & Howard, GSRWA and NHDES on July 1<sup>st</sup>, 7<sup>th</sup>, 14<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup>. The AM portion of our website was updated. Detailed pump station mapping was initiated and Mike/Matt began ArcGIS attribute edit training.
9. **Pump House/SCADA** – Continued coordinating TOD switchover troubleshooting for Booster Station.
10. **New Sources** – The Town of Bow has not received an update on the interconnection report from D&K.
11. **Cross-Connection Control** – Spring 2021 test coordination is completed except for a few failed tests.

12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 6 installed since June and total so far = 897 (slowdown in progress due to deficit in meter availability from manufacturer due to chip crisis). Shutoffs, finals and bacteria samples completed as needed. New office generator was brought online, and a protective bollard was installed. Found buried gate and brought to grade per DOT specs at base of Hackett Hill Rd. Ongoing mowing at all stations, tanks and office. Replaced rear passenger window on F350. Continued updating curb valve field measurements and tie card drawings/files.
13. **DES Sanitary Survey** – Continued coordinating with Town and Sewer Dept. to facilitate re-confirmation of Town's \$300K commitment to water main project. The \$2.1M SRF pre-application is under review; preliminary NHDES comments are favorable toward some of the ranking criteria but non-committal. Additional ARPA funds will flow into NHDES and may possibly be accessed if SRF application = unsuccessful. Town is also receiving \$1.5M in ARPA funds that may be applied to water infrastructure.

APPROVED