

HOOKSETT VILLAGE WATER PRECINCT

MINUTES OF May 31, 2022

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

Jenna Rzasa attended via Zoom

Meeting opened at 6:00 p.m.

Motion made by James O'Brien seconded by Michael Jache to accept minutes for April 26, 2022 meeting.

Treasurer's Report:

Cleared balance as of April 30, 2022: \$59,931.37

Uncleared transactions of \$895.42 leaving a Register balance \$59,035.95

NHPDIP balance: 504,360.76 int: 144.03

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

Collector's Report:

Month opened with \$18,513.52 due, \$-432.85 backdated items \$260,867.30 quarterly billing, \$941.65 final bills, \$-186,144.50 collections \$8,780.84 misc. \$133.30 refund, \$ 122.50 return check \$ -906.65 adjustments, \$ 0.00 penalties, leaving \$101,875.11

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

Attorney Report:

Old Business:

Motion made by James O'Brien seconded by Mike Jache to have BJ do a Petition of Quiet Title to the Town regarding the North Well. Voice vote All approved.

New Business:

The Board and other meeting attendees were presented with the results of the latest Asset Management project, as laid out in the current draft of the final report. Mike H and Jenna highlighted descriptions of the vertical asset inventory, financial review/AWWA water audit and public outreach components of the project. All invoicing materials have been submitted to NHDES as required, and a report deadline extension has been granted.

Motion made by Michael Jache 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 Michael Jache 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 Michael Jache 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 6:51 Motion made by Michael St. Germain seconded by Russell Pelletier

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

May 31, 2022

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Additional meter changeout coordination ongoing. Updated web site. Retirement planning coordination.
2. **Bills/Financials** – May 31st P&L statement shows estimated 2022 operating revenues at \$629K (or 44%) and expenses at \$498K (or 35%) at 41% of the way through the CY22 budget. Balances as of May 31st are TD account = \$126K and PDIP account = \$504K.
3. **Water Quality** – Routine May testing completed; bacteria = absent and distribution = normal.
4. **Water Use/Diversion** – Water usage continues on its seasonal rise (approximately 12% last week), and the pond and wells remain reasonably “full.” The brook diversion was opened for 4 days in early May.
5. **Pike Quarry** – Blasts occurred on May 6th, 10th, 20th and 26th; their impacts were below our current slope stability criterion aka peak particle acceleration trigger (0.09g) and the proposed peak particle velocity trigger (0.9 in/sec). The new seismograph was not available to monitor the blast on May 6th but Pike provided confirmatory data.
6. **Training** – Mike attended the 5/3 EFCN *Community Affordability* webinar and 5/24 USEPA *Lead Service Lines* webinar.
7. **Planning & Construction** – Continued coordination with the Town, Underwood Engr., Tata & Howard, Sewer Dept. and developers re: infrastructure funding strategy and an extension near Hackett Hill Rd. to the proposed warehouse at Granite Woods, including: The preparation of detailed draft comments on Underwood’s “90%” design plans; and meetings between the Town and HVWP about the Town’s relationship to HVWP on the project and the Town’s pending agreement with the Developer. Discussion with Town re: coordinating water, sewer and road master plans. Meeting with TF Moran re: possible connection of Mount St. Mary’s to high pressure zone and looping of water system. Ongoing coordination re: various projects including Dominos (1562 Hooksett Rd), Manor Drive Tank cell tower, Black Diamond auto wash (1554 Hooksett Rd), etc..
8. **Mapping & GIS** – Planning, implementation and follow-up re: Open House held on May 5th. Coordination of draft Asset Management Plan update including meetings with T&H and preparation and submittal of NHDES invoicing summary. Purchase of rear of 31 Pine St was recorded at the county registry on May 10th.
9. **Pump House/SCADA** – N/A.
10. **New Sources** – Submitted comprehensive response to request for future source/demand info from NHDES.
11. **Cross-Connection Control** – Spring 2022 backflow testing completed.
12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 5 installed since April and total so far = 1104. Shutoffs, finals and bacteria samples completed as needed. Insertion valve dig completed near 1604 Hooksett Rd. on Apr. 26th. Coordinated with Hooksett Sewer re: locating SCADA on Manor Tank. Preparing for road resurfacing on Granite, Scott and Green Streets. Completed spring hydrant flushing and flow testing.
13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H and owner of 1621 Hooksett Rd. Final funding application submitted. Environmental Review draft under review. Test pits and borings completed.