

**HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF JUNE 28 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, Absent: Attorney BJ Branch,

Meeting opened at 6:00 p.m.

Motion made by James O'Brien seconded by Michael Jache to accept minutes for May 28th, 2022 meeting.

Treasurer's Report:

Cleared balance as of May 31, 2022: \$181,057.27

Uncleared transactions of \$48,690.75 leaving a Register balance \$132,366.52

NHPDIP balance: 504,655.78 int: 295.02

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

Collector's Report:

Month opened with \$101,875.11 due, \$-752.80 backdated items \$0.00 quarterly billing, \$399.90 final bills, \$-95,328.42 collections \$9,935.72 misc. \$0.00 refund, \$ 0.00 return check \$ -577.25 adjustments, \$ 5,852.43 penalties, leaving \$21,404.69.

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:

New Business:

Discussion re: 1615 Hooksett Road- BJ to investigate

Motion made by Michael Jache seconded by James O'Brien 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 James O'Brien 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 James O'Brien 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 6:38 Motion made by Russell Pelletier seconded by Michael St. Germain

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

June 28, 2022

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Additional meter changeout coordination ongoing. Updated web site. Prepared/placed ad for Operator. Identified and rectified a billing account number error at Units 5A-5D on Manor Dr.
2. **Bills/Financials** – June 27th P&L statement shows estimated 2022 operating revenues at \$652K (or 46%) and expenses at \$565K (or 40%) at 49% of the way through the CY22 budget. Balances as of June 27th are TD account = \$166K and PDIP account = \$505K. Sent out 153 late notices on June 8th on total outstanding balance of \$28K (~11% of quarterly billing) representing ~\$6K in late fees. No accounts were ultimately shut off for non-payment after the disconnection date of June 22nd.
3. **Water Quality** – Routine June 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 about a week in mid-June.
5. **Pike Quarry** – Blasts occurred on June 6th and 13th; the impacts of the latter 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 horizontal accelerations measured on June 6th were above the stability criteria. Met with Verdantas’ new project manager on June 13th to review blasting history and recommendations. Pike was notified about the exceedance via a letter from Backus, Meyer & Branch dated June 22nd. Submitted first blast monitoring reimbursement invoice to Pike for the 2022 blasting season.
6. **Training** – Dennis attended NEWWA’s *Fundamentals of Reading Prints and Drawings* on June 21st.
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. Coordination re: possible connection of Mount St. Mary’s to high pressure zone and looping of water system; pressure test of 10” service scheduled for July 6th. Inspection/coordination for Alumni Dr. (University Hgts. Ph. 2B) including pressure test on June 27th. Ongoing coordination re: various projects including Dominos (1562 Hooksett Rd; water tied into main June 7th and site construction underway), Manor Drive Tank cell tower (meeting held with all parties on June 14th), Black Diamond auto wash (1554 Hooksett Rd; escrow received and initial plan review completed), etc. Attended EDAC meeting on June 9th. No response to the South RT3A Water Main CIP proposal
8. **Mapping & GIS** – Coordination of draft Asset Management Plan update including June 14th meeting with T&H; review of draft water audit; and presentation of AMP/audit results to Board on May 31st.
9. **Pump House/SCADA** – N/A.
10. **New Sources** – Submitted draft interconnection agreement to HVWP attorney and responded to Town of Bow’s request for scheduling a meeting regarding the draft agreement. Met with Verdantas on June 13th to review status of test well drilling program.
11. **Cross-Connection Control** – N/A.
12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 12 installed since May and total so far = 1116. Shutoffs, finals and bacteria samples completed as needed.

Completed semi-annual tank/pump station generator maintenance. Granite St. digs: Replaced and moved hydrant at 73 Granite, with new valve; retired abandoned service at 9 Granite; replaced gate valve on Granite @ Chase; and identified water main configuration / repaired gate valve on Highland @ Granite. Initiated CDMA meter endpoint replacement program; 72 installed since May and total so far = 72.

13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H and owner of 1621 Hooksett Rd, including meeting with T&H on June 14th. Review of draft plans for water main and tank projects. Strategizing re: tank access including new developments re: 1615 and 1617 Hooksett Road. Environmental Review was finalized and submitted to NHDES; final funding application was submitted to Executive Council and Governor for review by NHDES. Meeting with DN Tanks was held on June 9th.

APPROVED