

**HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF AUGUST 30th 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:

Meeting opened at 6:00 p.m.

Motion made by Russell Pelletier seconded by Michael Jache to accept minutes for July 26th, 2022 meeting.

Treasurer's Report:

Cleared balance as of July 31, 2022: \$53,504.63
Uncleared transactions of \$6,419.33 leaving a Register balance \$47,085.30
NHPDIP balance: 580,856.07 int: 774.58

Report accepted as presented by Michael Jache seconded by James O'Brien

Collector's Report:

Month opened with \$20,918.30 due, \$0.00 backdated items \$336,101.19 quarterly billing, \$1,219.38 final bills, \$-233,591.36 collections \$2,120.00 misc. \$0.00 refund, \$ 645.60 return check \$ -168.71 adjustments, \$ 0.00 penalties, leaving \$127,244.40.

Report accepted as presented by Michael Jache 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
10. New Source
- 11.Cross-Connection Control
12. Misc. Field Projects
13. DES Sanitary Survey

Attorney Report:

Discussion: Pike blasting

Discussion: Tank land

Old Business:

Ongoing discussion regarding cell tower

New Business:

Lengthy discussion regarding ADU's -motion made by Michael St. Germain seconded by Russell Pelletier to table further discussions to next meeting.

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 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 7:24 Motion made by Russell Pelletier seconded by James O'Brien

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

August 30, 2022

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Updated web site. Finalized Operator retirement coordination and continued coordinating Operator hiring process. Finalized August billing and mailed July 28th ahead of schedule, providing customers with additional payment grace period; rolled out new billing format without a glitch. August mailing resulted in 20% increase in *EyeOnWater* users. Updated Town Dispatch database. Reviewed audit letter with Plodzik & Sanderson.
2. **Bills/Financials** – Aug. 29th P&L statement shows estimated 2022 operating revenues at \$1,096K (or 77%) and expenses at \$743K (or 52%) at 66% of the way through the CY22 budget. Balances as of Aug. 29th are TD account = \$200K and PDIP account = \$581K. Initiated \$100K transfer from TD to PDIP on Aug. 31st.
3. **Water Quality** – Routine August testing completed; bacteria = absent and distribution = normal.
4. **Water Use/Diversion** – Water usage remains seasonally high but declined last week by approximately 8%. The pond and wells continue their seasonal decline but we are in better shape than we were in 2020 based on a comparison of water levels and flow rates. National Weather Service data suggests that this area moved into Moderate-Severe Drought in August. Our drought monitoring program remains in effect and an outdoor watering restriction is being considered. Our NHDES grant-funded leak detection survey is pending.
5. **Pike Quarry** – Blasts occurred on Aug. 9th and 12th; the impact of the first was at or above our current slope stability criterion aka peak particle acceleration trigger (0.09g) while the last impact was below that trigger. All blast impacts were below the proposed peak particle velocity trigger (0.9 in/sec). Pike provided a written response to HVWP's earlier comments on July 27th, disagreeing with HVWP's June 6th data. Verdantas and HVWP provided written responses on Aug. 10th refuting Pike's assertions.
6. **Training** – N/A.
7. **Planning & Construction** – Continued coordination with the Town, Underwood Engr., Tata & Howard, Sewer Dept. and developers re: Hackett Hill Rd./Granite Woods, including submittal of "final" design comments to Town/UE on "100%" off-site water main plans; comments to Town/developer re: on-site permitting needs; and draft construction agreements to Town. Coordination re: possible connection of Mount St. Mary's to high pressure zone and looping of water system, including preliminary engineering review of plans. Ongoing inspection and/or coordination re: various projects including Alumni Dr. (University Hgts. Ph. 2B), Dominos (1562 Hooksett Rd.), Manor Drive Tank cell tower, Black Diamond auto wash (1554 Hooksett Rd), etc. Review of and comment on Town's proposed 2023 paving list. Submitted detailed response to Town re: their inventory of "surplus" properties, which included 3 HVWP-related parcels.
8. **Asset Mgmt./Mapping & GIS** – Our Comprehensive Asset Management Plan update was completed. Mike attended NHDES Climate Change Vulnerability Assessment kickoff meeting with the Sewer Dept. on Aug. 3rd; HVWP is participating in this exclusive 2-year pilot grant program offered to 9 NH communities by NHDES, to assess and incorporate climate change vulnerabilities into our asset management program.
9. **Pump House/SCADA** – East Station control repairs completed. Critical SCADA spare parts ordered. No Parking signs installed at gates.
10. **New Sources** – Submitted introduction to draft interconnection agreement to Town of Bow on Aug. 18th.

11. **Cross-Connection Control** – Summer 2022 backflow testing completed. Backflow billings in process.
12. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters; 3 installed since July and total so far = 1138. Shutoffs, finals and bacteria samples completed as needed. Mowing and weed-whacking as needed. Continued CDMA meter endpoint replacement program; 112 installed since July and total so far = 285. Main St. hydrant dig attempted on July 27th; couldn't get good valve shutdown. Office generator serviced on July 27th. Met with Carriage Manor Assoc. to discuss relocating Manor Tank gate to accommodate their snowplowing needs. Coordination/meetings with Sewer Dept. re: pre-construction planning for installation of their SCADA equipment/generator at Manor Tank site.
13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H and owners of 1615, 1617 and 1621 Hooksett Rd. Environmental review and engineered plans nearing completion.

APPROVED