

**HOOKSETT VILLAGE WATER PRECINCT
MINUTES OF OCTOBER 25th 2022**

Present at the meeting were: Commissioner/Chairman Todd Smith, Commissioners Michael Jache, Michael St. Germain, Russell Pelletier, Supt. Michael Heidorn, Office Manager/ Nancy Philibotte, Attorney BJ Branch Absent: Commissioner James O'Brien, Treasurer Scott Ewing,
Craig St. Pierre-Owner 26 Riverside Street (with his Brother and Mother)
Meeting opened at 6:00 p.m.

Motion made by Russell Pelletier seconded by Michael St. Germain to accept minutes for September 27th, 2022 meeting.

Discussion- 26 Riverside Street service from main is non-compliant
BJ to draft up agreement-Mike H to review-copy to owner -signatures required then water will be turned on.

Treasurer's Report: No report given

Cleared balance as of : \$

Uncleared transactions of \$ leaving a Register balance \$

NHPDIP balance: int:

Report accepted as presented by seconded by

Collector's Report:

Month opened with \$19467.85 due, \$513.87 backdated items \$0.00 quarterly billing, \$541.70 final bills, \$-14,350.77 collections \$9,995.50 misc. \$0.00 refund, \$ 313.00 return check \$ -10.00 adjustments, \$ 0.00 penalties, leaving \$15,442.91.

Report accepted as presented by Michael Jache 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. Asset Mgmt./Mapping & GIS
9. Pump House/Scada
10. Cross-Connection Control
11. Misc. Field Projects
12. DES Sanitary Survey
13. RT93 Diesel Spill

Attorney Report:

Discussion: Pike blasting-Geoinsight to be invited to next meeting to discuss blasting

Old Business: Discussion regarding ADU's -motion made by Michael Jache seconded by Michael St. Germain to charge \$150.00 administration fee as of 1/1/2023. Town to send monthly reports.

New Business:

Motion made by Michael Jache seconded by Russell Pelletier to purchase 2022 F350 truck. Michael St. Germain abstains.

Mike H. presented first draft 2023 Budget-increase 5.6%

Motion made by Russell Pelletier seconded by Michael Jache 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 Russell Pelletier seconded by Michael Jache. 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 Russell Pelletier seconded by Michael Jache 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 7:20 Motion made by Michael Jache seconded by Michael St. Germain

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

October 25, 2022

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Continued coordinating Operator hiring process and researching Town-HVWP ADU coordination. Prepared draft 2023 operating budget, rate schedule, CIP, rate evaluation and wage schedule. Met with Hooksett Library to kickoff coordination of spring water conservation program focused on rain barrels/gardens.
2. **Bills/Financials** – Oct. 11th P&L statement shows estimated 2022 operating revenues at \$1,165K (or 82%) and expenses at \$925K (or 65%) at 78% of the way through the CY22 budget. Balances as of Oct. 11th are TD account = \$24K and PDIP account = \$812K. Initiated \$75K transfer from PDIP to TD on Oct. 12th.
3. **Water Quality** – Routine October testing completed; bacteria = absent and distribution = normal. 4th quarter testing at the South Backup Well showed ND for VOCs and nitrates.
4. **Water Use/Diversion** – Water usage continued to seasonally decrease (declined last week ~ 19%). The pond and wells are seasonally low but the wells are reasonably stable due to declining usage and the steady rains in September and mid-October. We have been able to operate the diversion this past month. National Weather Service data suggests that this area remains in Moderate Drought through the end of the month but that the drought disappears by the end of the year. Our drought monitoring program remains in effect. Staff continue to monitor the metering software regularly for leaks and act accordingly. A new line location device that will improve locating and leak detection capabilities was identified, reviewed and purchased. The NHDES grant-funded leak survey was completed by a third party on Oct. 11th; zero leaks were detected.
5. **Pike Quarry** – Blasts occurred on Oct. 5th and 19th; the impacts of both blasts were above or below our current slope stability criterion aka peak particle acceleration trigger (0.09g) depending upon which seismograph (Pike's or HVWP's) is used. Blast results were below the proposed peak particle velocity trigger (0.9 in/sec) on both instruments.
6. **Training** – Staff attended Health Trust's *Power of Positivity* on Oct. 12th. Matt/Dennis attended NHWWA's *Drinking Water Expo* on Oct. 20th. Mike attended AEHS' *Int'l Soils, Seds., Water & Energy Conf.* on Oct. 17-19th. Matt/Mike began their 6-week NHWWA T2 certification class on Oct. 7th, 14th and 21st.
7. **Planning & Construction** – Continued coordination with the Town, Underwood Engr., Tata & Howard, Sewer Dept. and developers re: Hackett Hill Rd./Granite Woods, including correspondence and reviews re: "off-site" and on-site" plans and construction agreements and a meeting with TF Moran (developer's site engineer) on Oct. 5th. Additional correspondence with those parties re: the proposed MWW interconnection near Exit 10. Inspection and/or coordination re: various projects including Alumni Dr. (Univ. Hgts. Ph. 2B incl. site mtg. on Sept. 29th), Dominos (1562 Hooksett Rd.), Black Diamond auto wash (1554 Hooksett Rd incl. ongoing edits to utility plan), 26 Riverside (non-compliant service rectification).
8. **Asset Mgmt./Mapping & GIS** – Misc. coordination re: Climate Change Vulnerability Assessment project and upcoming asset management follow-up including lead pipe inventory and Highland St. design.
9. **Pump House/SCADA** – Scheduled source meter testing and N Well redevelopment. Chemical feed pump maintenance and repairs completed as needed.
10. **Cross-Connection Control** – Initiated research on software solutions to improve level of service.

11. **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 Sept. and total so far = 1151. Shutoffs, finals and bacteria samples completed as needed. Mowing and weed-whacking as needed. Continued CDMA meter endpoint replacement program; 10 installed since Sept. and total so far = 309.
12. **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; public notice was published in the Union Leader on Oct. 6th with the comment period open through Nov. 6th. Funding was approved by Governor and Executive Council on Sept. 21st; we were notified by NHDES on Oct. 17th.
13. **RT93 Diesel Spill** – Digging has been completed west of RT93. The contractor indicated that field data suggest the spill was successfully contained and removed. A report is forthcoming. We have been communicating with NHDES about the potential for a confirmatory groundwater sample. Pike has offered to clear an improved access road to the area, which contains our main and a gate valve, later this fall.

APPROVED