

HOOKSETT VILLAGE WATER PRECINCT MINUTES OF SEPTEMBER 27th 2022

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

Meeting opened at 6:01 p.m.

Motion made by Russell Pelletier seconded by James O'Brien to accept minutes for August 30th, 2022 meeting.

Treasurer's Report:

Cleared balance as of August 31, 2022: \$300,606.14

Uncleared transactions of \$122,123.66 leaving a Register balance \$178,482.48

NHPDIP balance: 581,970.70 int: 1114.63

Report accepted as presented by Russell Pelletier 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 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. 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-Letter sent for invoice reimbursement

Old Business:**New Business:**

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

Motion made by Michael St. Germain 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 St. Germain seconded by James O'Brien 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 Michael St. Germain 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 6:16 Motion made by Russell Pelletier seconded by Michael St. Germain

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

September 27, 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.
2. **Bills/Financials** – Sept. 26th P&L statement shows estimated 2022 operating revenues at \$1,159K (or 81%) and expenses at \$798K (or 56%) at 74% of the way through the CY22 budget. Balances as of Sept. 26th are TD account = \$255K and PDIP account = \$682K. Initiated \$130K transfer from TD to PDIP on Sept. 26th. Sent out 197 late notices on Sept. 8th on total outstanding balance of \$54K (~16% of quarterly billing) representing ~\$9K in late fees. Six accounts ultimately received shut off notices today for non-payment.
3. **Water Quality** – Routine September testing completed; bacteria = absent and distribution = normal.
4. **Water Use/Diversion** – Water usage has begun to seasonally decrease (declined last week ~ 27%). The pond and wells are seasonally low but we are still in better shape than we were in 2020. We received over 7" of rain in Sept. and were able to open the diversion this past week. National Weather Service data suggests that this area remains in Moderate-Severe Drought but that the drought improves or 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; one example occurred on Sept. 7th on Sunrise Blvd. where staff assisted a critically ill customer with a faulty irrigation system that registered a 120 gal/hour leak starting Aug. 30th. The leak was stopped within a week. New level gauges were installed at each end of the pond; at the north end, the height range was expanded to provide near-continuous seasonal reading capability.
5. **Pike Quarry** – Blasts occurred on Sept. 2nd and 9th; the impacts of both blasts were below our current slope stability criterion aka peak particle acceleration trigger (0.09g) and proposed peak particle velocity trigger (0.9 in/sec). Atty. Branch provided finalized drafts of the Eversource utility easement(s).
6. **Training** – Mike/Matt attended NHDES' *BMP Inspector Training for Groundwater Protection* on Sept. 22nd and were recertified as inspectors for tri-annual monitoring waiver purposes. Matt/Dennis attended GSRWA's *Operator Field Day* on Sept. 13th. Mike attending NHDES' *Setting the Right Rates* on Sept. 27th.
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 as well as a pre-con meeting at Tri-Town on Sept. 8th. With T&H assistance, finished initial review of TFM plans for Mt. St. Mary's service and hydraulic model of water system loop. Inspection and/or coordination re: various projects including Alumni Dr. (Univ. Hgts. Ph. 2B), Dominos (1562 Hooksett Rd.), Manor Drive Tank cell tower (incl. mtg. w/MSG on Sept. 13th), Black Diamond auto wash (1554 Hooksett Rd), etc. Attended NHDOT RT3 Guardrail Project pre-con meeting on Sept. 2nd. Coordination re: 26 Riverside non-compliant service rectification.
8. **Asset Mgmt./Mapping & GIS** – Our Comprehensive Asset Management Plan was added to the web site. Hooksett has been selected to kick off the Climate Change Vulnerability Assessment project.
9. **Pump House/SCADA** – More East Station control repairs completed due to second lightning strike. New surge protection installed in PLC cabinet and new comm failure alarm installed

to avoid future SCADA “freeze-ups.” Critical SCADA spare parts received except for input card; Sewer Dept. loaned us a spare card.

10. **Cross-Connection Control** – Completed cross-connection survey at Great Woods Landing on Aug. 31st.
11. **Misc. Field Projects** – Responded to various mark-out and customer requests. Continued to investigate anomalous meter/backflow situations and install new meters (including large Cigna irrigation meter); 7 installed since Aug. and total so far = 1145. Shutoffs, finals and bacteria samples completed as needed. Mowing and weed-whacking as needed. Continued CDMA meter endpoint replacement program; 14 installed since Aug. and total so far = 299. Meetings with tree cos. re: tank access improvements.
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.
13. **RT93 Diesel Spill** – Responded to Sept. 18th spill by advising NHDES and its contractors about spill pathways and risks to our sources, and providing access to the spill site through our parcel west of RT93. Continuing to monitor response progress. Contractors have cleaned up the east side of RT93 but the west side is much more difficult terrain. Digging will begin this week in that area.