

HOOKSETT VILLAGE WATER PRECINCT

MINUTES OF OCTOBER 31st 2023

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

Meeting opened at 6:00 p.m.

Motion made by Russell Pelletier seconded by Michael Jache to accept minutes for September 26th, 2023 meeting.

Treasurer's Report:

Cleared balance as of September 2023: \$134,601.26

Uncleared transactions of \$9,472.84 leaving a Register balance 125,127.42

NHPDIP Investment balance: open \$474,344.30 deposit:\$ 0.00 withdrawal:\$0.00 Int: \$2,404.06 Close: \$ 476,748.36

NHPDIP System Dev balance: open: \$53,603.40 deposit: \$0.00 withdrawal:\$0.00 int: \$ 239.63 Close\$ 53,843.03

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

Collector's Report:

Month opened with \$31,243.06 due, \$135.00 backdated items \$0.00 quarterly billing, \$1,058.60 final bills, \$-18,838.97 collections \$7,139.36 misc. \$0.00 refund, \$0.00 return check \$ 0.00 adjustments, \$ 0.00 penalties, leaving \$20,737.05

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. Asset Mgmt./Mapping & GIS
9. Pump House/Scada
- 10.New Sources
11. Cross-Connection Control
12. Misc. Field Projects
13. DES Sanitary Survey
14. RT93 Diesel Spill

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

Attorney Report:

Old Business:

New Business:

Town solar discussion-Town asked to be rescheduled couldn't attend

Mike H. presented budget

Vote to be taken next meeting

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 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 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 6:45 Motion made by James O'Brien seconded by Michael St. Germain

Respectfully submitted by : Nancy Philibotte

HVWP SUPERINTENDENT'S REPORT

October 31, 2023

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and processed payroll/bills/deposits. Ongoing coordination with new customer notification service (OnSolve/Code Red). Attended WWTP dedication ceremony on 9/27. Completed cybersecurity assessment w/CISA on 10/3; report under review. Comprehensive draft budget preparation, including rate evaluation, CIP plan, etc.
2. **Bills/Financials** – Oct. 30th P&L statement shows estimated 2023 operating revenues at \$1,200K (or 77%) and expenses at \$991K (or 64%) at 83% of the way through the CY23 budget. Account balances as of Sept. 25th are TD = \$163K and PDIP non-retainage = \$657K. Prepped and mailed 11/1 bills totaling \$346K.
3. **Water Quality** – Routine Oct. testing completed; bacteria = absent and distribution = normal.
4. **Water Use/Diversion** – Water usage continued its seasonal decline, dropping on average about 100K GPD. Well/pond levels remain above average. The diversion to the Pond was activated from Oct. 20th-24th. An updated elevation survey of the Pond gage was completed on 10/26.
5. **Pike Quarry** – Two blasts occurred this past month on 10/6 and 10/10. The 10/6 blast impact was above our current slope stability criterion aka peak particle acceleration trigger (0.09g) on both of the seismometers. Both blasts were below the proposed peak particle velocity trigger (0.9 in/sec), on both instruments.
6. **Training** – Jeff received his backflow testing certification effective 10/31.
7. **Planning & Construction** – Misc. “on-site”/“off-site” project planning/coordination re: Granite Woods (Exit 11 to TriTown) with the Town, Underwood Engr., Tata & Howard, Sewer Dept., contractors and developers, including multiple construction meetings; assisting Town Engineer at TIF meeting on 11/2; plan updates; construction assistance; facilitation of NHDOT permit(s); Meadowcrest grant application follow-up and meetings; and funding/planning coordination for an improved southern river crossing site including survey/title work and meetings. Ongoing coordination w/MSM re: water main loop, including MSM board meeting on 9/28; meetings w/Library/DPW and extensive funding research. Review of Bernice St. Extension plans, including meeting w/DPW. Coordination re: University Heights bonding and construction docs. Coordination w/Kearsarge Energy and Town re: solar feasibility studies, including prep of survey plan and meeting at site w/KE on 9/28. Coordinated design of Highland St. Extension and researched funding.
8. **Asset Mgmt./Mapping & GIS** – Ongoing survey coordination for HVWP lands in South Station area. Continued preparation of lead service line inventory and updating of service tie cards including curb valve location/verification in the field as needed. Inventory work included the rental of an excavator for the month of October and digging up/repairing ~40 curb valves. Attended meeting w/Arcadis on 10/25 to review prelim survey progress and DES approval to try statistical analysis. Ongoing coordination re: updates to water service area mapping for the town, including research at the Town Hall and a meeting with the Town Engineer.
9. **Pump House/SCADA** – Worked with EII on finalizing SCADA improvements. Coordinated EII SCADA and electrical work to be completed for Thompson Corner Tank replacement.
10. **New Sources** – Coordinated with Verdantas and NHDES on the new source study; lit. review underway.
11. **Cross-Connection Control** – Fall testing nearing completion.

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 Sept. and total so far = 1267. Shutoffs, finals, chemical deliveries and customer bacteria samples completed as needed. Mowing at stations/tanks. Scheduled asphalt repair and responded to concerns re: last month's main break. Coordinated fire extinguisher inspection at all facilities. Began fall flushing on 10/31. Provided comprehensive field assistance and troubleshooting at tank construction site the last couple of weeks, and at the Meadowcrest Rd tie-in on RT3A on 10/26, including the coordination of multiple shutdowns.
13. **DES Sanitary Survey** – Ongoing coordination w/NHDES, T&H, landowners and contractors (Park Const./Statewide) on water main and tank replacement projects, including but not limited to: Tank phase preconstruction and construction coordination, supplemental tank access and main replacement planning, correspondence w/Granite Heights, disbursement package preparation and supplemental funding coordination. Temporary water has been provided to impacted residents at the tank site, the tank is nearly drained, a tee was installed at Hooksett Rd and demo is scheduled for next week.
14. **RT93 Diesel Spill** – Draft report received and under review. Meeting w/Verdantas to discuss on 11/1.