

HOOKSETT VILLAGE WATER PRECINCT MINUTES OF JANUARY 27th, 2026

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

Monthly meeting opened at 6:00 p.m.

Motion made by James O'Brien seconded by Michael Jache to accept the minutes of the December 30th meeting.

Treasurer's Report:

Cleared balance as of December 31, 2025: \$ 151,518.14

Uncleared transactions of \$55,545.13 leaving a Register balance \$95,973.01

NHPDIP Investment balance: open \$ 457,898.17 deposit:\$ 200,000.00 withdrawal:\$ 0.00 Int: \$1,538.54 Close: \$659,436.71

NHPDIP System Dev balance: open: \$51,698.23 deposit: \$0.00 withdrawal: \$0.00 int:\$168.95 Close \$ 51,867.17

Report accepted as presented by James O'Brien seconded by Michael St Germain

Collector's Report:

Previous balance \$41,805.02 Water \$489.21 Sprinkler \$0.00 Hydrants \$69,300.00 Backflow \$0.00 Other \$430.00 Adjustments \$480.00 Penalties \$-64.02 Adj receipts \$790.50 Payments \$-33,704.21 leaving \$79,436.50

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

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

Report accepted as presented Jim O'Brien seconded by Michael St Germain

Attorney Report:

Discussion: Water haulers -Nancy and Mike to decide escrow or not

Discussion: Boat ramp

Old Business: Discussion

New Business:

Discussion-4 Hummingbird Lane

Motion made to extend meeting to 7:45 by Michael Jache and seconded by Michael St Germain.

Motion made by Michael Jache seconded by Michael St Germain 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 Michael St Germain 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 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 7:42 Motion made by Michael St. Germain seconded by Michael Jache

Respectfully submitted by : Nancy Philibotte

HWWP SUPERINTENDENT'S REPORT

January 27, 2026

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and web site updates. Processed payroll/bills/deposits and Positive Pay notifications. Billing software upgrade moved forward from Implementation phase (this past year) to Support phase, after completing first quarterly billing cycle; finished troubleshooting reconciliation discrepancies w/Bookkeeper. Attended 12/30, 1/16 and 1/23 GSRWA Board meetings. Prepared for and attended Jan. 22nd Budget Committee meeting; proposed 2026 budget and trust fund transfers passed unanimously. Continued financial indicator research including Unrestricted Net Position trends/goals. Finalized addition of pollution liability insurance with Davis & Towle. Interviewed possible bookkeepers; selected Freedom Accounting out of Manchester; and coordinated pending transition including the purchase of Quickbooks Online. Published Jan. 2026 newsletter.
2. **Bills/Financials** – Jan. 22nd P & L statement shows estimated 2026 operating revenues at \$72K (or 4%) and expenses at \$114K (or 7%) at 6% of the way through the CY26 budget. Account balances as of Jan. 22nd are TD = \$52K; PDIP Inv. = \$609K; PDIP SD = \$52K; and PDIP WS = \$58K. Jan. 2026 invoice submitted to Fire Dept. along with detailed summary of last 6 months of fire-protection activities. Feb. 1st billing sent out on Jan. 23rd, totaling approximately \$253K; end date of billing period shifted to 12/31 to better align with annual rate update, so this billing period is shorter than normal.
3. **Water Quality** – Routine January compliance testing completed. All compliance samples met NHDES standards. Voluntary monthly distribution system and source testing also completed; no anomalies.
4. **Water Use/Diversion** – Water usage remained steady at about 212 KG/day on average, with a peak day of 247KG. Precipitation decreased this past month (~1.1" to date, not including ~13" of snow) and average air temperature dropped to 25°F. Well and pond levels remain seasonally lowered. The brook diversion is dry/closed. NDMC December reports show Hooksett remains at Abnormally Dry with no drought likely this in the coming months. Flow meter /SCADA communication board replacement received. Submitted Q4 2025 Water Use Report to NHDES.
5. **Pike Quarry** – No blasts occurred since the last report. Seismograph was removed for calibration on Jan. 2nd and annual property lease billing submitted on Jan. 26th.
6. **Training** – Mike attended MWWA's *How the Water Demand Calculator can Promote Conservation* on 1/21.
7. **Planning & Construction** – Met w/14 Highland St. developer re: pre-TRC coordination. Coordination re: 269 W. River Rd. subdivision including Jan. 12th TRC meeting. Issued Phase 1 Conditional Approval and Phase 2/3 TRC Authorization to Brady Sullivan for 2 College Park Dr. Ongoing coordination w/Atty. Branch re: Bayview Terrace boat ramp ROW. Pre-con coordination re: 500 Technology Drive. Reviewed EDAC's upcoming TIF presentation at request of Town Planner.
8. **Asset Mgmt./Mapping & GIS** – Lead Service Line Inventory (LSLI) "public viewer" coordination; received first NHDES grant disbursement of \$19.7K. Ongoing coordination w/Overwatch re: cybersecurity improvements. Prepped first NHDES grant disbursement request for ongoing AMP Update project.
9. **Pump House/SCADA** – Daily pump house inspections completed w/associated maintenance as needed. East Station piping repainted; South Station underway.
10. **New Sources** – Coordination w/Verdantas on plan for 2026; reached out to Carriage Hill HOA; reviewed source challenges, options and costs with Budget Committee. Responded to Town Administrator's RFI re: re-activation of Hooksett's former wellhead protection program.

11. **Cross-Connection Control** – CY25 testing report finalized and submitted to NHDES.
12. **Misc. Field Projects** – Responded to various mark-out and customer requests and investigated anomalous meter/backflow situations as needed. Shutoffs, finals, chemical deliveries and customer bacteria samples completed as needed. New excavator storage unit installed at WWTP and interior shelving constructed. Snow plowing and hydrant clearing as needed.

APPROVED