

HOOKSETT VILLAGE WATER PRECINCT MINUTES OF NOVEMBER 25th, 2025

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

Monthly meeting opened at 6:00 p.m.

Motion made by Michael St Germain seconded by James O'Brien to accept the minutes of the October 28th meeting.

Treasurer's Report:

Cleared balance as of October 31, 2025: \$ 45,202.06

Uncleared transactions of \$12,151.03 leaving a Register balance \$33,051.03

NHPDIP Investment balance: open \$ 549,305.79 deposit:\$ 0.0 withdrawal:\$ 0.0 Int: \$1,953.97
Close: \$551,259.76

NHPDIP System Dev balance: open: \$48,348.98 deposit: \$3,000.00 withdrawal: \$0.00
int:\$179.56 Close \$ 51,528.54

Report accepted as presented by Michael St Germain seconded by Russell Pelletier

Collector's Report: Previous balance \$4,472.50 Water \$459,907.56 Sprinkler \$26,630.00
Hydrants \$10,045.00 Backflow \$255.00 Other \$170.00 Adjustments \$5,558.75 Adj receipts
\$9,152.11 Payments \$-179,580.23 leaving \$336,610.69

Report accepted as presented by Jim 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

Report accepted as presented Jim O'Brien seconded by James O'Brien

Attorney Report:

Discussion: Bernice St.

Motion by James O'Brien seconded by Michael Jache to accept \$57,500.00 ÷ 27 lots = \$2,129.63/lot for System development fees and \$100,000.00 Construction Bond for Bernice Street ext project.

Old Business:

Motion made by James O'Brien seconded by Russell Pelletier to approve the 2026 Budget of \$1,720,535.06 also the rate fee schedule and the System Dev fees. Warrant articles \$190,000.00- Mains Trust Fund, \$34,000.00-Source Dev Trust Fund, \$32,000.00 Facility Trust Fund. Vote taken all approved.

New Business:

Motion by Michael St Germain seconded by Russell Pelletier to implement a new Veterans Discount. 10% first 0-10,000 used and 10% of the service charge. Can not be used with Senior Discount.

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 7:45 Motion made by Michael St. Germain seconded by Michael Jache

Respectfully submitted by : Nancy Philibotte

HWWP SUPERINTENDENT'S REPORT

November 25, 2025

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and web site updates. Processed payroll/bills/deposits and Positive Pay notifications. Billing software upgrade launched successfully in time for 11/1 billing; we are currently addressing various customer questions but all minor issues are being resolved and no major glitches were identified; launch included implementation of new pressure sealer, card payment machine and check scanner; weekly meetings w/vendor (MuniLink) ongoing to fine tune software. Attended 11/7 GSRWA Board meeting and reviewed strategic plan and budget. Dennis welcomed back from medical leave. Updated draft budget and related docs for November meeting as per comments received and new information; prepared updated cash flow analysis to plan out trust fund warrant articles. Finalized System Development Fee calculations and recommendations with T&H. Coordinated health and liability insurance renewals. New PDIP portal authorization coordination. Responded to job opening queries.
2. **Bills/Financials** – Nov. 24th P & L statement shows estimated 2025 operating revenues at \$1,758K (or 105%) and expenses at \$1,367K (or 82%) at 90% of the way through the CY25 budget. Account balances as of Nov. 24th are TD = \$155K, PDIP (Inv.) = \$456K & PDIP (SD) = \$51K.
3. **Water Quality** – Routine November 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 decreased to about 205 KG/day on average, with a peak day of 240KG. Precipitation decreased this past month (~1.2" to date vs. 3.5" in Oct) and average air temperature dropped to 39°F. Well and pond levels remain seasonally lowered. No brook diversions occurred this past month. NDMC Nov. 20th report shows Hooksett at Abnormally Dry with no drought likely this winter.
5. **Pike Quarry** – Two blasts occurred since the last report (9/30, 10/7). During one blast, results exceeded the original PPA trigger (0.09g). No results exceeded the current peak particle velocity trigger (0.9 in/sec).
6. **Training** – Mike/Nancy attended NHPDIP portal training on 11/19; Mike and field staff attended First Aid recertification class at CHWP on 11/20.
7. **Planning & Construction** – Ongoing negotiations with Bernice St. developer to change the terms of our conditional approval. Ongoing coordination with Town and Atty. Branch on Bayview Terrace boat ramp including submittal of ROW conclusion to affected customers. Reviewed draft plan for water main work on Thompson Ave. associated with Brady Sullivan (former Cigna) project. Checked on solar project status.
8. **Asset Mgmt./Mapping & GIS** – Lead Service Line Inventory (LSLI) project coordination including preparation and submittal of first grant disbursement request and quarterly status report, as well as annual lead service line notices. Ongoing coordination w/Overwatch to expedite cybersecurity improvements.
9. **Pump House/SCADA** – Daily pump house inspections completed w/associated maintenance as needed. A mixer motor was replaced. Source meter calibrations completed on 11/4.
10. **New Sources** – Met w/D&K to review project status and discuss design on 11/12.
11. **Cross-Connection Control** – A few tests are left to close out 2025.
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. Leaf blowing and access road grading for winter begun. Selective cut completed at HWWP parcel west of RT93; \$57K check received. Replaced tires on 2020 Silverado. Fall hydrant flushing completed.

About a dozen hydrant flow tests were completed for T&H. Lobby mailbox deepened to prepare for change of payment address. Coordination re: winter storage for mini-excavator. Put up Xmas lights.

APPROVED