

MARCH 31st, 2026 MEETING MINUTES

HOOKSETT VILLAGE WATER PRECINCT

Present: Chairman Todd Smith; Commissioners Michael Jache, Russell Pelletier, James O'Brien, and Michael St. Germain; Treasurer Scott Ewing; Attorney BJ Branch; Supt. Michael Heidorn; Bookkeeper Deven McKechnie

Absent: Office Manager/ Clerk/Collector Nancy Philibotte; Councilman David Smith

Monthly meeting opened at 6:01PM.

Approval of Last Meeting Minutes: Motion made by James O'Brien and seconded by Russ Pelletier to accept the minutes of the February 24th meeting. Minutes approved.

Treasurer's Report: As of February 28th, 2026.

- TD Checking: Cleared balance \$128,882.91; Uncleared transactions \$8,147.93; Register balance \$120,734.98
- NHPDIP Investment: Opening balance \$611,483.00; Deposits \$0.00; Withdrawals \$0.00; Interest \$1,722.45; Closing balance \$613,205.45
- NHPDIP System Dev.: Opening balance \$52,031.66; Deposits \$0.00; Withdrawals \$0.00; Interest \$146.56; Closing balance \$52,178.22
- NHPDIP Water Supply: Opening balance \$57,994.9; Deposits: \$0.00; Withdrawals: \$0.00; Interest \$163.38; Closing balance \$ 58,158.29

Bookkeeper's Report: Transition going well.

Motion to accept Treasurer's and Bookkeeper's reports as presented by Michael Jache; seconded by James O'Brien. Motion passed.

Collector's Report: For February 1st – 28th, 2026.

- Previous balance: \$79,521.50
- Charges: Water \$217,436.00; Sprinkler \$26,100.00; Hydrants \$9,840.00; Backflow \$170.00; Other \$455.00; Adjustments \$590.00; Penalties \$0.00; Interest \$0.00; Adjusted receipts \$9,809.96; Payments \$154,186.39.00
- Open balance: \$189,736.07

Motion to accept report as presented by Russ Pelletier; seconded by Michael Jache. Motion passed.

Trust Fund Report: For February 1st – 28th, 2026.

- Open balance: \$1,129,952.14

Superintendent's Report: February 28th, 2026 (attached).

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

Attorney's Report:

- Discussion re: HLR Trucking; legal paperwork in progress
- Discussion re: Boat ramp/ROW; neighborhood invited to next month's meeting
- Discussion re: System Dev. Fee vs. impact fee; summary in progress

Old Business:

- Annual Policy Manual approval signed
- Discussion re: Bow interconnection; possible funding approaches
- Discussion re: Infrastructure funding via Town housing grant

New Business:

- NHDRA MS-232 signed

Motion made by James O'Brien and seconded by Russ 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 and seconded by Russ 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 and seconded by Russ 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.

Motion to adjourn made by Chairman Smith. No objections. Meeting adjourned at 6:34PM.

Respectfully submitted by: Mike Heidorn

HWWP SUPERINTENDENT'S REPORT

March 31, 2026

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and web site updates. Processed payroll/bills/deposits and Positive Pay notifications. Completed in-office portion of 2025 financial audit w/Plodzick & Sanderson; tentative results are positive. Completed Annual Meeting follow-up and comprehensive web site updates (e.g. check out improvements to History page). Provided detailed comments for GSRWA 3/19 Board meeting. Updated “social engineering” training procedure for staff and requested compliance by 4/15. Worked w/new bookkeeper on reviewing all bookkeeping protocols and new report formats. Completed detailed review of water rents receivables journal procedures. Evaluated and responded to inquiry re: development of old China Dragon parcel for HWWP use.
2. **Bills/Financials** – Mar. 30th P & L statement shows estimated 2026 operating revenues at \$381K (or 22%) and expenses at \$433K (or 25%) at 24% of the way through the CY26 budget. Account balances as of Mar. 30th are TD = \$108K; PDIP Inv. = \$613K; PDIP SD = \$52K; and PDIP WS = \$58K. Late notices went out around 3/4, resulting in 28 shutoff notifications on 3/25. Last significant aged balance was negotiated and settled for an abandoned home in the Heather Hill development. Extensive outreach with customers has resulted in dramatic improvement in billing efficiency (24% e-bill and 54% bill portal enrollments). Completed annual NHDES water rate survey. Coordinated HFD A/R.
3. **Water Quality** – Routine March compliance testing completed. All compliance samples met NHDES standards. Voluntary monthly distribution system and source testing also completed; no anomalies. Prepared annual report “CCR; submitted to NHDES/Pennichuck and posted on website. The CCR includes new info on lead and PFAS compounds but no violations have occurred.
4. **Water Use/Diversion** – Water usage remained steady at about 207 KG/day on average, with a peak day of 241KG. Precipitation increased this past month (~2.4” to date, not including snow) and average air temperature increased to 37°F. Well and pond levels are “full.” The brook diversion ran around 3,000GPM from Mar. 17th-Mar.22nd. NDMC March reports show Hooksett remains at Abnormally Dry with no local drought likely in the coming months (note surrounding areas remain subject to a persistent drought). Flow meter repairs completed. Preparing annual Water Balance and Conservation Reports for NHDES.
5. **Pike Quarry** – No blasts occurred since the last report.
6. **Training** – Jeff attended GSRWA’s *Handling Distribution System Components with New Technology* on 3/12. Mike attended AWWA’s *Essential Policy Updates from AWWA’s DC Office* on 3/11 and *Microplastics 2026: State Regulatory Perspectives and Progress* on 3/4. Matt/Maddy attended NHDES’ *LSLI* on 3/12.
7. **Planning & Construction** – Coordination re: 269 W. River Rd., 1631 Hooksett Rd., 4 Hummingbird Ln., 2 College Park Dr. and Town solar projects. Ongoing coordination w/Atty. Branch re: Bayview Terrace boat ramp ROW. Submitted \$1.6M Federal appropriation applications for river crossing project; Congressman Pappas’ office is including it with their package. Completed preliminary plan review and TRC Authorization for new housing (“Fatima Way Villas”) proposed at 14 Highland St. Reviewed Head’s Pond Fiscal Impact Report and coordinated w/Town on Hazard Mitigation Plan update. Attended 3/5 Legislative Breakfast. Evaluated housing infrastructure grant opportunity and assisted Town w/grant application.
8. **Asset Mgmt./Mapping & GIS** – Lead Service Line Inventory (LSLI) coordination including completion of updates per NHDES and clarification of 1987 cutoff date with NHDES, resulting in significant reduction of “unknown” lines requiring excavation. Ongoing coordination w/Overwatch re: cybersecurity improvements including onsite meeting on 3/24. Coordinated receipt of first reimbursement for NHDES AM grant.
9. **Pump House/SCADA** – Daily pump house inspections completed w/associated maintenance as needed.

10. **New Sources** – Met w/ new Verdantas project managers on 3/10 for comprehensive overview of all action items. Ongoing source protection discussions with Town including prep for upcoming PB/ConCom meeting. Investigated and obtained boring logs for prior river crossing by Hooksett Sewer Commission.
11. **Cross-Connection Control** – Spring CY26 testing underway.
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. Snow plowing and hydrant clearing as needed. Continued weekly tank inspections including first flight of new drone at Manor Tank. Began spring flushing.

APPROVED