

APRIL 28, 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; Office Manager/Clerk/Collector Nancy Philibotte

Guests: West Bank and Bayview Terrace residents: Robert Swiderski, Nicholas Bonardi, Christopher Bilodeau, David Damon, Craig Ahlquist, Sandra Van Dyne

Absent: Councilman David Smith

Monthly meeting opened at 6:00PM.

Attorney's Report: guests

- Discussion Boat ramp/ROW – verbal agreement with residents to have a survey completed
- BJ and David Damons' lawyer to write up agreement

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

Treasurer's Report: As of March 31st, 2026.

- TD Checking: Cleared balance \$121,687.19 Uncleared transactions \$11,185.29; Register balance \$110,501.90
- NHPDIP Investment: Opening balance \$613,205.45; Deposits \$0.00; Withdrawals \$0.00; Interest \$1,891.85; Closing balance \$615,097.30
- NHPDIP System Dev.: Opening balance \$52,178.22; Deposits \$0.00; Withdrawals \$0.00; Interest \$161.00; Closing balance \$52,339.22
- NHPDIP Water Supply: Opening balance \$58,158.29; Deposits: \$0.00; Withdrawals: \$0.00; Interest \$179.40; Closing balance \$ 58,337.69

Bookkeeper's Report: Transition going well.

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

Collector's Report: For March 1st – 31st, 2026.

- Previous balance: \$189,736.07
- Charges: Water \$264,481.06; Sprinkler \$26,500.00; Hydrants \$10,080.00; Backflow \$6,180.00; Other \$384.32; Adjustments \$7,505.13; Penalties \$11,533.62; Interest \$0.00; Adjusted receipts \$9,165.13; Payments \$202,962.20
- Open balance: \$322,204.13

Motion to accept report as presented by James O'Brien; seconded by Michael Jache. Motion passed.

Trust Fund Report: For March 1st – 31st, 2026.

- Open balance: \$1,133,303.65

Superintendent's Report: April 28, 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

Old Business:

New Business:

Motion made by Micheal Jache and 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 and 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 Micheal Jache and seconded by James 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.

Motion to adjourn made by Michael Jache. No objections. Meeting adjourned at 7:21PM.

Respectfully submitted by: Nancy Philibotte

HWWP SUPERINTENDENT'S REPORT

April 28, 2026

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and web site updates. Processed payroll/bills/deposits and Positive Pay notifications. Completed 2025 financial audit follow-up w/Plodzick & Sanderson and prepared draft internal controls update. Initiated new (a) customer email notification feature and (b) front page water outage alert option on web site. Assisted GSRWA w/staffing issues. Implemented modified water rents receivables procedures in QuickBooks. Submitted comments on HB1491 re: pooled risk management programs. Finalized HLR A/R collections w/Atty. Branch and HLR. Assisted SAU15 with debt load verification. Volunteered for NH Drinking Water Festival and Hooksett Touch-A-Truck.
2. **Bills/Financials** – Apr. 27th P & L statement shows estimated 2026 operating revenues at \$440K (or 26%) and expenses at \$433K (or 29%) at 32% of the way through the CY26 budget. Account balances as of Apr. 27th are TD = \$174K; PDIP Inv. = \$613K; PDIP SD = \$52K; and PDIP WS = \$58K. Shutoff procedure completed on 4/9; two accounts were shut off for non-payment and both were returned to service within a week.
3. **Water Quality** – Routine April compliance testing completed, including new round of PFAS samples at all sources. All compliance samples met NHDES standards. Voluntary monthly distribution system and source testing also completed; no anomalies. Submitted CCR and CCR notification to NHDES.
4. **Water Use/Diversion** – Water usage increased slightly at about 214 KG/day on average, with a peak day of 245KG. Precipitation decreased this past month (~1.7" to date, no snow) and average air temperature increased to 47°F. Well and pond levels are "full." The brook diversion ran from Apr. 13th- Apr.17th. NDMC April 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). Q1 *Water Use Report* sent to NHDES.
5. **Pike Quarry** – Two blasts occurred since the last report (4/14, 4/17). 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/Maddy/Matt attended NEWWA's *Spring Conference* on 4/1-4/2. Mike/Maddy attended NHDES' *Federal PFAS Requirements for Public Water Systems* on 4/8; *Water Infrastructure Funding Workshop* on 4/13-4/14; and *Source Water Protection Grant Program* on 4/20. All staff completed annual "social engineering" training in-house.
7. **Planning & Construction** – Coordination of Technology Dr., Bernice St. Extension, and Green's Marine projects. Participated in 4/13 TRC meetings for 1631 Hooksett Rd. and 14 Highland St. Ongoing coordination w/Atty. Branch and area landowners re: Bayview Terrace boat ramp ROW. Ongoing coordination re: \$1.6M Federal appropriation applications for river crossing project w/Congressman Pappas' and Congresswoman Goodlander's offices. Assisted Town w/housing infrastructure grant application; attended follow-up meeting w/SNHPC. Evaluated BRIC/HSEM grant opportunity w/T&H. Met w/NHDOT on 4/13 re: resurfacing projects on College Park/Main St. and Merrimack St.
8. **Asset Mgmt./Mapping & GIS** – Lead Service Line Inventory (LSLI) coordination including resumption of excavation (currently focused on Merrimack St.); coordination w/NHDES; administrative tracking; and preparation of public notification/outreach materials and filter kits. Ongoing coordination w/Overwatch re: cybersecurity improvements and w/NHDES/Tata & Howard re: asset management grant.
9. **Pump House/SCADA** – Daily pump house inspections completed w/associated maintenance as needed.
10. **New Sources/Source Protection** – Reviewed draft proposal from Verdantas on next phase of new source work; reached out to two local landowners re: access. Attended 4/6 PB meeting w/Town Administrator to discuss HWWP source status and joint protection initiatives. Completed comprehensive review of Town of Bow's preliminary plans for interconnection, and possible funding approaches.

11. **Cross-Connection Control** – Spring CY26 testing completed except that the school has one failed device that needs to be repaired/retested. Summer (irrigation device) testing pending.
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. Completed weekly tank inspections. Finished spring flushing. Responded to 5 Morse service leak on 4/17; service replaced from corp to curb. CHWP interconnection PRV inspected and serviced on 4/2. Assisted with retirement of old service and install of new service at 4 Hummingbird Ln.

APPROVED