MAY 26, 2026 MEETING MINUTES
HOOKSETT VILLAGE WATER PRECINCT

Present: Chairman Todd Smith; Commissioners Michael Jache, and Michael St. Germain; Treasurer Scott Ewing; Attorney BJ Branch; Supt. Michael Heidorn; Office Manager/Clerk/Collector Nancy Philibotte

Absent: Russell Pelletier, James O'Brien, Councilman David Smith

Monthly meeting opened at 6:04PM.

APPROVED

Approval of Last Meeting Minutes: Motion made by Michael Jache and seconded by Michael St Germain to accept the minutes of the April 28th meeting. Minutes approved.

Treasurer's Report: As of April 30st, 2026.

- TD Checking: Cleared balance $85,416.03 Uncleared transactions $20,766.67; Register balance $64,649.36
- NHPDIP Investment: Opening balance $615,097.30; Deposits $125,000.00; Withdrawals $0.00; Interest $1,872.33; Closing balance $741,969.63
- NHPDIP System Dev.: Opening balance $52,339.22; Deposits $0.00; Withdrawals $0.00; Interest $156.11; Closing balance $52,495.33
- NHPDIP Water Supply: Opening balance $58,337.69; Deposits: $0.00; Withdrawals: $0.00; Interest $174.05; Closing balance $ 58,511.74

Bookkeeper's Report: Transition going well.

Motion to accept Treasurer's and Bookkeeper's reports as presented by Michael St Germain; seconded by Michael Jache. Motion passed.

Collector's Report: For April 1st – 30st , 2026.

- Previous balance: $95,909.36
- Charges: Water $90.03; Sprinkler $0.00; Hydrants $0.00; Backflow $0.00; Other $255.00; Adjustments $567.64; Penalties $-105.00; Interest $0.00; Adjusted receipts $2,272.62; Payments $-216,663.06
- Open balance: $95,909.36

Motion to accept report as presented by Michael Jache; seconded by Michael St Germain. Motion passed.

Trust Fund Report: For April 1st – 30th , 2026.

- Open balance: $1,136,163.75

Superintendent's Report: May 26, 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: guests

- Discussion Boat ramp/ROW –
- BJ starting process re: easement

Old Business:

New Business:

Motion made by Micheal Jache and 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 and 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 Micheal Jache and 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.

Motion to adjourn made by Michael St Germain. No objections. Meeting adjourned at 6:47PM.

Respectfully submitted by: Nancy Philibotte

APPROVED

HVWP SUPERINTENDENT'S REPORT
May 26, 2026

1. **Misc. Admin.** – Addressed miscellaneous customer service requests and web site updates. Processed payroll/bills/deposits and Positive Pay notifications. Canceled CodeRed contract due to customer notification options in MuniLink, saving ~$2K/yr. Met w/GovCard to discuss alternate payment processing options. Investigating historical unearned water rents discrepancy in QuickBooks. Troubleshooting of website server. Resolution of bill payment procedures questioned by a customer on Manor Dr. Analysis of historical NHPDIP vs. Trust Fund interest rates. Coordination re: two vehicle damage claims on Merrimack St.
2. **Bills/Financials –** May 19th P &L statement shows estimated 2026 operating revenues at $456K (or 27%) and expenses at $661K (or 38%) at 38% of the way through the CY26 budget. Account balances as of May 19th are TD = $66K; PDIP Inv. = $740K; PDIP SD = $52K; and PDIP WS = $58K. 210 late notices sent out; balance overdue = $41K and total late fees = $7.6K.
3. **Water Quality** – Routine May 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 increased to about 257 KG/day on average, with a peak day of 334KG. Precipitation increased this past month (~2.3" to date) and average air temperature increased to 58ºF. Well and pond levels are "full." The brook diversion ran the first week of May. NDMC April reports show Hooksett is now in a drought with improvement likely in the coming months.
5. **Pike Quarry** – Three blasts occurred since the last report (4/28, 5/4, 5/13). No results exceeded the original PPA trigger (0.09g) and the current peak particle velocity trigger (0.9 in/sec).
6. **Training** – Mike/Maddy volunteered at NHDES' *2026 NH Drinking Water Festival, 4th-5th Grade State Science Fair & Poetry Contest* held at Manchester Water Works facility on 5/6.
7. **Planning & Construction** – Water main tie-ins completed for Bernice St. Extension, with HVWP inspections and testing; pressure test passed and water sample results pending; easements recorded. Gave overview of HVWP infrastructure projects at 5/26 TIF Committee meeting. Coordination re: potential water projects at 1806/1821/1822 Hooksett Rd and 36 Hackett Hill Rd (NHDOT). Ongoing coordination w/Atty. Branch and area landowners re: Bayview Terrace boat ramp ROW, including meeting at HVWP on 4/28 and beginning of survey work. Ongoing coordination re: Federal appropriation applications for river crossing project; notified that we are under consideration by Senator Shaheen as well as Congressman Pappas.
8. **Asset Mgmt./Mapping & GIS** – Lead Service Line Inventory (LSLI) coordination continued with a focus on excavation (see #12). Installation of grant-funded cybersecurity improvements completed with Overwatch and EII. Ongoing coordination w/NHDES/Tata & Howard re: asset management grant.
9. **Pump House/SCADA** – Daily pump house inspections completed w/associated maintenance as needed. Triennial sanitary survey scheduled with NHDES inspector for 6/17.
10. **New Sources/Source Protection** – Coordination w/ Verdantas on next phase of new source work including meeting w/NHDES on 5/20 to discuss options and pending funding applications. Met w/Town of Bow on 5/20 to discuss pending NHDES funding application for proposed interconnection. Completed a preliminary yield and quality test at a possible source site on west side of river; met w/landowner.
11. **Cross-Connection Control** – Summer (irrigation device) testing pending.

APPROVED

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 and mowing. Completed 16 LSLI excavations on Merrimack Street (including 6 galvanized line replacements) in advance of NHDOT paving; also put down 12 tons of asphalt patches over the excavations. Received anonymous complaint about excavation practices; purchasing additional trench protection equipment and scheduled a safety training for 6/20.

APPROVED