



Minutes of the August 16, 2022 monthly meeting of the commissioners of the CHWP.

**Present:** Richard Bairam, Ray Bonney, Joan McDonald, Brett Rowley, Linda Bonney, Mark Bourque, Attorney BJ Branch Carol Hardy - Clerk  
Chris Culberson – Superintendent: Roll Call conducted by Chair Richard “Turk” Bairam

**Not Present**

Betty St Germain – Bookkeeper

Meeting was called to order at 6:30 by chair Richard Bairam and roll call completed.

Motion by Ray Bonney and seconded by Joan McDonald to accept the meeting minutes of the July 19, 2022 as presented, all in favor and passed.

Treasurer Reports

Business checking account	\$739,385.01
Credit Card account	\$306.31
Past Due Accounts	\$36,258.48

A/P manifests were reviewed and approved by the commissioners for the amount of \$40,701.89 dated 8/3/2022 and A/P Manifest for \$2,502.02 dated 8/16/2022.

Payroll Manifest: the following payroll periods were reviewed and signed by the commissioners.

07/17/2022 Thru 07/23/2022	3,394.32	CHWP Staff
07/24/2022 thru 07/30/2022	3,311.09	CHWP Staff
07/31/2022 thru 08/06/2022	3,406.21	CHWP Staff
08/07/2022 thru 08/13/2022	3394.38	CHWP Staff

Turk nominated Mark Bourque for the open commissioners seat that was vacated by Bill Alois, nomination was seconded by Ray Bonney all were in favor. Mark accepted the nomination and was sworn in by Attorney Branch. This occurred while checks were being signed.

Motion was made by Ray Bonney and seconded by Joan McDonald to accept the treasurers report with all in favor.

### **Correspondence**

Chris notified the commission of the Consolidated Appropriations Act 2021 regarding health insurance with HealthTrust and will fill out employee contributions forms as requested for calendar years 2020 and 2021.

### **Legal Correspondence:**

Attorney BJ Branch drafted the following Policy update  
Policy Regarding Treasurer's Authorization to Delegate "This is to confirm, for the purpose of complying with the Precincts auditors' request, that the Treasurer hereby authorizes on a standing basis the Superintendent to make daily deposits when necessary. This authorization policy shall be renewed on a monthly basis" This policy has been received by both the auditors and DRA. Policy was acceptable to the auditors as drafted and have not heard any response back from DRA at this time.

### **Old Business:**

- Marmon Aerospace – nothing new to report
- Manchester Water Works Rate increase – CHWP will increase its rates based upon this increase the first of next year.

### **New Business:**

- 3 Dartmouth Street - this property is being subdivided into 6 building lots with the existing water service for the existing house to be replaced and 6 new water services will be provided to each subdivided lot
- 1461 Hooksett Road – CHWP has received plans for a proposed commercial 7 unit building requesting a connection of water to this building. The water main runs in an easement and there is an agreement from the 80's that allows water to be accessed from the easement. Chris will be reviewing the plans with responses back to the developer.
- 1311 and 1313 Hooksett Road – there are 2 buildings that are currently on this property that will be torn down for the construction of a new convenience store. The water services for each building have been turned off and disconnected so that demo may occur. While operating the 8" gate valve that services the main to this location, the gate valve broke and will need to be repaired. CHWP is working with a local contractor to make these repairs which will need to be completed at night due to traffic and required shut down of the commercial area.
- Accessory Dwelling Units – customer at 6 WhiteHall Terrace has an building permit to construct an in law apartment at this location. The owner is Michael Parent and it was determined by the commission that impact fees will not be required since the ordinance allows this use to occur with shared utilities however the \$150.00 application fee will be required and the location will be defined as 2 units within the billing system so that the quarterly bill will consist of a meter charge per unit.

Superintendents Report – attached - Motion by Ray Bonney to accept the superintendents report as is and seconded by Joan McDonald. All in favor and accepted as presented.

Housekeeping Rule, Indemnity Rule and Policy Approval – Motion made by Ray Bonney and seconded by Brett Rowley, all in favor.

With no other business present a motion was made by Ray Bonney and seconded by Brett Rowley to adjourn at 7:47 pm. All in favor.

Respectfully Submitted

Carol Hardy  
Clerk

These minutes were prepared by Chris Culberson in draft form and presented to Carol Hardy for review.