



Minutes of the December 19, 2023 monthly meeting of the commissioners of the CHWP.

Present: Richard Bairam, Ray Bonney, Joan McDonald, Mark Bourque, Attorney BJ Branch, Linda Bonney-Treasurer, Chris Culberson – Superintendent, Denise Cumings - Compliance/Bookkeeper, Karen Nadeau – precinct customer, Alex Walcyk – Town Council

Roll Call conducted by Chair Richard “Turk” Bairam

Not Present

Carol Hardy – Clerk

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

Motion by Ray Bonney and seconded by Mark Bourque to approve the meeting minutes of November 21st meeting, all in favor, motion passed.

Treasurer Reports:

Business checking account	\$987,365.97
Business Debit Card account	\$2,119.93
Past Due Accounts	\$23,557.44
Open Balance Report	\$34,966.33

A/P manifests were reviewed and approved by the commissioners for the amount of \$157,107.88 dated 12/6/2023 and A/P Manifest for \$41,105.18 dated 12/19/2023.

Motion by Mark Bourque and seconded by Ray Bonney to accept the treasurers report as presented, all in favor.

Correspondence

None

Legal Correspondence:

Attorney Branch has worked with Manchester Water Works on the second amendment to the Central Hooksett Wholesale Water Agreement. The agreement will be presented to the MWW board of commissioners on Thursday 12/21/2023 for approval. Once signed by MWW this agreement will increase our average allowable daily demand from 716,000 gpd to 770,348 gpd. The MSDC (Merrimack Source Development Charge) for this additional flow is at a rate of \$4.14 per gallon [(770,348 gpd – 716,000 gpd) X \$4.14 = \$225,000.72].

10 Water Works Drive • PO Box 16322 • Hooksett, NH 03106 • Phone: 603-624-0608 • Fax: 603-624-0814

Email: centralhooksetwater@comcast.net

System Mapping of precinct boundaries is an ongoing process with nothing new to report at this time.

The draft CHWP Record Retention Policy was reviewed by Attorney Branch and recommended that the board vote to adopt the presented policy. A Motion by Mark Bourque was made to adopt the CHWP Record Retentions Policy with a second by Ray Bourque. All were in favor and the motion passed

Old Business:

- Lead and Copper Grant – This project on ongoing and we are currently at about 80% complete.
- Campbell Hill Pump Station – 14 Lindsay Road – nothing new to report at this time.
- O Thames Road – Nothing new to report
- 270 Londonderry Turnpike – Nothing new to report
- 2024 Operating Budget – The board reviewed the proposed budget and warrant articles as written to be presented to the Budget Committee on Thursday January 18th. A Motion was made by Mark Bourque to accept the 2024 operating budget as presented of \$1,235,705.00 along with Special Warrant Articles with \$142,500.00 to be transferred to the 5 Capital Reserve Funds, Seconded by Ray Bonney with all in favor. Motion passed.

Mark also commented on any additional funds within the CHWP operating account and it was a general discussion if the CHWP could put moneys into a short-term certificate of deposit. Attorney Branch asked Chris to speak with the Trustees of the Trust and finance with the town to see if there are any issues. Chris to report back at the next meeting.

New Business:

- Brian Parson the CHWP account rep for Cross Insurance has left Cross and is now at Davis and Towle. The board would like to stay with Brian and the insurance companies that insure us would like for Brian to continue to manage the policies. Motion by Richard Bairam to move to Davis and Towle from Cross Insurance with Brian Parson as account manager to maintain current renewals, seconded by Mark Bourque with all in favor. Motion Passed.
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Superintendents Report – attached - Motion by Ray Bonney to accept the superintendents report as is and seconded by Mark Bourque. All in favor and accepted as presented.

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

With no other business to be conducted, a motion was made by Mark Bourque and seconded by Ray Bonney to adjourn at 7:38 pm. All in favor.

Next meeting is scheduled for January 16, 2024 at 6:30 pm.

Respectfully Submitted

Carol Hardy, Precinct Clerk

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