



Minutes of the December 6, 2022 monthly meeting of the commissioners of the CHWP.

Present: Richard Bairam, Ray Bonney, Joan McDonald, 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
Brett Rowley

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 November 15, 2022 as presented, all in favor with Mark Bourque abstaining since he was not present at the November meeting. Motion passed.

Treasurer Reports

Business checking account	\$841,147.80
Debit Card account	\$653.43
Past Due Accounts	\$33,781.49
Open Balance	\$37,499.01

A/P manifests were reviewed and approved by the commissioners for the amount of \$178,972.54 dated 12/6/2022. This AP manifest included the transfer of funds to the CHWP trust funds as approved during the special warrant articles of the 2022 annual precinct meeting.

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

11/06/2022 thru 11/12/2022	\$3,406.21	CHWP Staff
11/13/2022 thru 11/19/2022	\$3462.84	CHWP Staff
11/20/2022 thru 11/26/2022	\$3,311.09	CHWP Staff
11/27/2022 thru 12/03/2022	\$7,574.55	CHWP Staff and Commissioners annual stipend

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

Correspondence

10 Water Works Drive • PO Box 16322 • Hooksett, NH 03106 • Phone: 603-624-0608 • Fax: 603-624-0814
Email: centralhooksetwater@comcast.net

Correspondence:

CHWP received correspondence for the NH Dept of Energy of a new *Low Income Household Water Assistance Program (LIHWAP)* which provides a one-time benefit for households who are past due, have a disconnection notice or have been disconnected for non-payment. Payments are made directly to the utility through the customers Community Action Program. Motion was made by Mark Bourque and seconded by Joan McDonald to execute the agreement as a vendor for this program with all in favor.

Legal Correspondence:

Attorney BJ Branch – Draft version of the 2023 warrant articles were presented to Attorney Branch for proper review of legal wording and will mark up and review with Chris Culberson on Thursday of this week for final approval.

No other legal matters at this time

Old Business:

- Marmon Aerospace – Nothing new to report
- Manchester Water Works Rate increase – Nothing new to report
- 3 Dartmouth Street – Nothing new to report
- 1461 Hooksett Road – Nothing new to report
- 2023 Budget – The 2023 proposed operating budget along with special warrant article presented to the commissioner in November by Chris Culberson was again reviewed and finalized. The proposed operating budget of \$1,200,067 along with the special warrant articles for trust funds was approved with a motion by Mark Bourque seconded by Joan McDonald with all in favor. Chris will be forwarding along the information to the budget committee once the final review of the wording of the warrant articles are complete. The 2023 budget is a 2% increase over the 2022 budget with funding of the Trust Funds remaining the same as 2022 by special warrant articles.

New Business:

- 2023 Staff Pay increase – Motion made by Ray Bonney and seconded by Joan McDonald to present the staff of the CHWP with a 6% pay increase for FY2023. Motion passed with all in favor. Discussions were made by the commissioners that this increase is responsible based upon the current pay rate of the professional staff at CHWP, increased cost of living and the ability for the precinct to retain qualified and experienced staff.
- 2022 Trust Funds Transfer – It was noted by Chris Culberson that the end of the year is when the transfer of funds takes place to the Trust Funds on the amounts that were approved during the annual meeting thru special warrant articles approved.

Superintendents Report – attached - Motion by Ray Bonney to accept the superintendents report as updated and read from the original version previously sent out with agenda 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 and passed.

With no other business present a motion was made by Ray Bonney with a second by Mark Bourque to adjourn at 7:14 pm. All in favor.

Next Meeting is scheduled for January 17, 2023 at 6:30 pm.

Respectfully Submitted

A handwritten signature in cursive script that reads "Carol Hardy". The signature is written in black ink and is positioned to the right of the typed name.

Carol Hardy
Clerk

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