



Minutes of the February 20, 2024 monthly meeting of the commissioners of the CHWP.

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

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.

Rob Rochette of USG Water Solutions provided the commissioners with a presentation of the current assessment conducted at the Oak Hill Tank. The Oak Hill Tank is the oldest tank within our system and was built in 1953. It is a 250000-gallon steel tank. The steel tank is in overall very good condition however both its outside and interior coatings are starting to show wear and chipping. The exterior top dome area of the tank has paint chipping off with some areas of raw metal visible. The interior dome area also has paint starting to chip and delaminate with signs of staining in the protective coating that is an indication of areas of bleed thru. Chip samples taken show lead present in both the exterior and interior coatings which is not uncommon for a tank of this age. The last time this tank was painted was approximately 20 plus years ago. Rob suggests to the board the tank be taken off line in order to blast both the outside and inside of the tank to raw metal and recoat the tank. There are also several safety items that would be updated which would include new tank vent, existing overflow piped down to ground level with a flap valve at the outlet, update existing ladder to osha compliant width with access guard and new fall protection, installation of new 30” man way into the tank, handrails at the top of the tank at the ladder access point. A rough estimate was provided for this work of 550-600 K and recommends 2025-2026 years to consider having this work done. The board is going to review this information and discuss their direction in the next few meetings.

Motion by Mark Bourque and seconded by Joan McDonald to approve the meeting minutes of January 17, 2024 meeting, all in favor, motion passed.

Treasurer Reports:

Business checking account	\$693,971.37
Business Debit Card account	\$330.70
Past Due Accounts	\$32,637.81

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

Open Balance Report	\$42,780.84
February Late Fees Applied	\$5,110.00 146 accounts

A/P manifests were reviewed and approved by the commissioners for the amount of \$225,000.72 dated 12/27/2023, and A/P Manifest for \$37,141.16 dated 1/29/2024, A/P Manifest for \$8,054.39 dated 2/12/2024, A/P Manifest for \$2,751.28 dated 2/20/2024 and money transfer manifest of \$500.00 dated 1/22/2024.

Payroll manifests for payroll weeks 1/20/2024 thru 2/17/2024 were also reviewed and signed by the commissioners

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

Correspondence

None

Legal Correspondence:

Chris Culberson presented bylaw changes under the Cross Connections Regulations which were reviewed with no comments and accepted.

Atty Branch made comment he had several discussions with Chris Culberson with making the change for Josh Beaulieu from Assistant Superintendent to Distribution Technician and this has been taken care of by the superintendent.

Old Business:

- Lead and Copper Grant – This project on ongoing and we are currently at about 90% complete. Amendment #1 has been signed for an extension and is under review by NHDES in order to provide ample time to complete the inventory for submission
- Campbell Hill Pump Station – 14 Lindsay Road – nothing new to report at this time.
- 2024 Operating Budget – Richard Bairam and Chris Culberson will be presenting the 2024 Budget to the Budget Committee on Thursday, January 18th at 6:30 PM. The budget was approved unanimously by the budget committee as presented.
- 2024 Annual Insurance Renewal is complete
- 2023 Audit – one preliminary day of the audit is complete and Plodzick and Sanderson will be back on site on March 21 and 22 to complete this audit.

New Business:

- Ray and Linda Bonney informed the commissioners that they will be out of town for the next meeting and accept any nominations if made.
- A motion was made by Mark Bourque and seconded by Ray Bonney to appoint Karen Nadeau of 27 Virginia Court as commissioner to fill the current open seat previously occupied by Brett Rowley. Motion passed all in favor

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 7:35 pm. All in favor.

Next meeting is scheduled for March 19 2024 at 6:30 pm. The 2024 Annual meeting will be conducted first and the monthly meeting shall follow after the conclusion of the 2024 annual meeting.

Respectfully Submitted

Carol Hardy, Precinct Clerk

These minutes were prepared by Chris Culberson in draft form

DRAFT