

Minutes of the July 19, 2022 monthly meeting of the commissioners of the CHWP.

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

**Not Present**

Carol Hardy - Clerk

Betty St Germain – Bookkeeper

**Guest:** Mark Bourque resident Granite Heights

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

A moment of silence was observed for the passing of long-term commissioner Everett Hardy. Motion made by Ray Bonney and seconded by Joan McDonald to donate \$500.00 to the St Jude’s hospital in memory of Everett Hardy in lieu of flowers, all in favor and motion passed. A check will be processed along with a cover letter stating this will be a onetime donation.

Motion by Ray Bonney and seconded by Joan McDonald to accept the meeting minutes of the June 27<sup>th</sup> as presented, all in favor and passed.

Attorney BJ Branch swore in Linda Bonney as the appointed Treasurer for the Central Hooksett Water Precinct.

Treasurer Reports

Business checking account	\$628,657.52
Money Market account	has been closed with balance transferred to BCA
Credit Card account	\$500.00 (formerly escrow account)
Late Accounts	\$16,007.81

A total of 10 disconnect letters were sent out for the month of July with a total amount of \$3,526.05 owed to the CHWP. Due to the forecasted temperatures being well over 80 degrees for the next several days it was stated by Chris Culberson that he will not actually shut water off for nonpayment but will tag accordingly for the unpaid accounts identified.

A/P manifests were reviewed and approved by the commissioners for the amount of \$6,498.01 dated July 19<sup>th</sup>. The following manifests were reviewed and signed by the commissioners.

Commissioners Money Transfer Manifest 7/19/22	138,471.05	Transfer from Money Market to BCA
Commissioners Money Transfer Manifest 7/19/22	500.00	Transfer from BCA to Credit Card Account - Elect
Commissioners Money Transfer Manifest 7/19/22	500.00	Transfer from BCA to Credit Card Account - Ch

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

06/12/2022 thru 06/18/2022	3,501.33	CHWP Staff
06/19/2022 thru 06/25/2022	3,382.43	CHWP Staff
06/26/2022 thru 07/02/2022	184.70	Treasurer and clerk - Monthly
06/26/2022 thru 07/02/2022	3,406.31	CHWP Staff
07/03/2022 thru 07/09/2022	3,394.32	CHWP Staff
07/10/2022 thru 07/16/2022	3,310.99	CHWP Staff

As checks were being signed, BJ mentioned that a plaque should be purchased to be presented to William and Kelly Alois for the years of service provided to the CHWP. The commissioners were in agreement and the quality of plaque will be the same as the one presented to Everett Hardy. Chris Culberson with get in touch with Crown Trophy and generate wording for review by the commissioners.

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

### **Correspondence**

Notification has been received by the NHRS that the employer contribution rates will be going down starting July 1<sup>st</sup> of 2023. These rates will be going down from 14.53% to 13.53%

### **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"

Motion was made by Ray Bonney and seconded by Brett Rowley to accept this policy, all were in favor and motion passed.

The second item brought up by BJ was the disconnect on the responsibilities of the clerk and the discussion was had on looking for a typist to transpose the meeting minutes from the recorded meeting and present to the clerk for review and corrections presented to the board of commissioners for approval. The board agreed that this would be a good approach and will work on implementing in 2023 in order to place a line item in the budget for a hired typist to transcribe the recorded meeting tape into meeting minutes to be reviewed by the clerk. There is no immediate action to be taken at this time and we will continue thru 2022 as is.

**Old Business:**

- Marmon Aerospace – pre-construction meeting has been completed and work to start within the next few months.
- 1316 Hooksett Road – Granite State Gymnastics – Fire line is now in service.
- Manchester Water Works Rate increase - Superintendent recommends that CHWP increases the water consumption rates only by 7% for residential and commercial water rates and leave the fixed rates as is. Discussion was had by the board and the rate increase would go in place the first of 2023 which would include water usage for October, November and December. We will put a note on the October bills of the increase that will take place on the first of the year based upon the increase by MWW.

**New Business:**

Under new business it was noted by the superintendent that Mark Bourque was present as a resident of the precinct to observe the meeting with potential interest of filling the open commissioner's seat.

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 7:28 pm. All in favor.

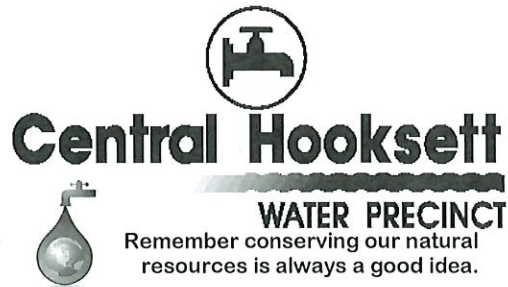
Respectfully Submitted

Carol Hardy  
Clerk



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





### Superintendents Report for August 16th, 2022 Meeting

1. All TC samples were taken on 7/11/2022 along with a required asbestos sample at the Indian Cliff interconnection. TC samples were TC- for the month of July and asbestos samples were within the acceptable standards. TC samples for the month of August were taken on 8/15/2022.
2. Berry Hill Estates Update – Construction is still continuing and the majority of the work is now focused on Magnolia Lane the last phase of this development. Water meter was installed at 7 Magnolia during the month of October and permit fees for Source and Capital Development were received on August 15<sup>th</sup>.
3. Season’s Market - 1311 and 1313 Hooksett Road
  - a. The 1” copper line for 1311 has been turned off at the corporation and the line has been disconnected for demo of the building
  - b. The 2” copper line for 1313 has been turned off at the curb stop and the line has been disconnected for the demo of the building.
  - c. While operating the 8” tapping gate valve for the service line to this property, the disc in the gate valve dropped and is in the off position and leaking by. We will need to dig and replace this valve and getting prices from contractors to do.
4. Marmon Aerospace – 18 Legends Drive – nothing to report at this time
5. Second-round back flow testing for 2022 has started with billing occurring as backflows are tested
6. The 6” Fire Service at Granite State Gymnastics is complete and the newly installed private hydrant is now in service
7. July Billing was due on August 5<sup>th</sup> with late penalties assessed on August 10<sup>th</sup> for 136 customers for a total of late penalties being \$4760.00.
8. We have spent a fair amount of time on a daily basis checking and recording CL2 residuals along with PH in order to maintain proper water quality which is becoming more difficult with the warmer weather upon us. The challenge has been in the Granite Hill Area attempting to maintain some form of a residual which has been problematic in the past. This is due to oversized water mains, with minimal water usage within the area which creates aged water. Many days of flushing has been necessary in

order to accomplish this task as well as create a water quality baseline to identify further issues for future resolution to this ongoing headache.

Respectfully Submitted,  
Christopher R Culberson  
Superintendent