

Minutes of the March 19, 2024 monthly meeting of the commissioners of the CHWP.

Meeting was called to order at 6:50 by chair Richard Bairam upon the closing of the 2024 Annual Meeting.

Roll Call conducted by Chair Richard "Turk" Bairam

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

Motion by Mark Bourque to nominate Richard Bairam as Chair, seconded by Raymond Bonney all in favor, motion passed.

Motion by Ray Bonney and seconded by Joan McDonald to approve the meeting minutes of February 20, 2024 meeting, all in favor, motion passed.

Treasurer Reports:

Business checking account	\$643,341.56
Business Debit Card account	\$127.77
Past Due Accounts	\$28,142.90
Open Balance Report	\$28,783.52
February Adjustments	\$6,846.74

A/P manifests were reviewed and approved by the commissioners for the amount of \$35,149.42 dated 2/29/2024, and A/P Manifest for \$39,737.04 dated 3/19/2024,

Payroll manifests for payroll weeks 2/18/2024 thru 3/16/2024 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:

None

Old Business:

- Lead and Copper Grant – This project on ongoing and we are currently at about 95% 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. Finalizing data review to put in NHDES submission template
- Campbell Hill Pump Station – 14 Lindsay Road – nothing new to report at this time.
- 2024 Operating Budget – Approved during the 2024 Annual Meeting
- 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.
- Oak Hill Tank Assessment – Chris Culberson stated that Underwater solutions will be onsite in July of this year to inspect and clean the Oak Hill Tank and the Cawley Middle School tank as part of regular maintenance. Underwater Solutions shall perform an assessment of the rehab of Oak Hill Tank and provide opinion and pricing options. Mark Bourque as Chris to speak with our consulting engineers Wright-Pierce on their assessment of the Oak Hill Tank in order to determine if capacities and needs are suitable for our current operational status.

New Business:

- 49 Thames Road- Chris informed the commissioners of a proposed 16-unit apartment building which he is currently reviewing the plans. There will be a domestic and fire service to this location which is the same parcel of land as 47 Thames Road. Water is to be extended from the existing tie in to the private hydrant at 47 Thames and there will be a single water meter servicing this building.
- Superintendent Succession Planning – Chris informed the commissioners that he is working on a multi-stage succession plan for his position. This succession plan will consist of several scenarios as Chris considers the thought of retirement within 5-7 years. A draft spreadsheet detailing responsibilities and man hours required with specific task for the operation of the distribution system was presented as a working document and more specifics will come in the future.

Superintendents Report – attached – Mark Bourque asked if Merchants was responsible for abandoning the service line at their property at 1278 Hooksett Road for the old sales office after they requested water off. Chris stated that the current policies do not address such a requirement and agrees with Mark that policies should be reviewed and updated to require such requests to be completed by the property owner, Ray Bonney asked if the meter test results came back for Macy's properties and Chris stated he had just received them and the meter was in compliance with all testing requirements of AWWA for accuracy. Chris will be reaching out to inform and provide those test results to Macy Industries. Motion by Mark Bourque to accept the superintendents report as is and seconded by Ray Bonney. All in favor and accepted as presented.

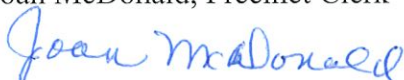
Housekeeping Rule, Indemnity Rule and Policy Approval – Motion made by Ray Bonney and seconded by Mark Bourque, all in favor.

With no other business to be conducted, a motion was made by Mark Bourque and seconded by Ray Bonney to adjourn at 7:39 pm. All in favor.

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

Respectfully Submitted

Joan McDonald, Precinct Clerk



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