



Minutes of the September 17, 2024 monthly meeting of the commissioners of the CHWP.

Meeting was called to order at 6:04 by chair Richard Bairam

Roll Call conducted by Chair Richard “Turk” Bairam

Present: Richard Bairam, Linda Bonney - Treasurer, Ray Bonney, Joan McDonald (arrived at 6:20pm), Karen Nadeau - Clerk, Chris Culberson – Superintendent, Denise Cumings - Compliance/Bookkeeper, Attorney BJ Branch,

Excused: Mark Bourque

Motion by Ray Bonney and seconded Karen Nadeau to approve the meeting minutes of the August 20, 2024 meeting, all in favor, motion passed.

Treasurer Reports:

Business checking account	\$854,516.10
Business Debit Card account	\$292.57
Past Due Accounts	\$28,027.48 (142 Accounts)
Open Balance Report	\$33,600.43 (128 Accounts)

A/P manifests were reviewed and approved by the commissioners for the amount of \$58,785.61 dated 9/05/2024, A/P Manifest for \$3,151.06 dated 9/17/2024.

Payroll manifests for payroll weeks 8/11/2024 thru 9/07/2024 were also reviewed and signed by the commissioners.

Profit and Loss Statement (including the Balance Worksheet): The Profit and Loss Statement includes the income and expenses through the end of August 2024. The Superintendent has entered these figures into a Balance Worksheet created to track the budget on an annual basis and to be used for year-end budget planning. At next month's meeting, the Superintendent will have the majority of the budget planning for 2025 ready to present to the board. There will be some open expenses, such as price increases for items like health and dental insurance.

A question was raised regarding the allowance given to the Superintendent and Water Operator for work apparel, such as jeans, coats, and boots. The current allowance is minimal, and it is unknown when it was last reviewed or increased. The Superintendent will research the cost of the clothing, including the boots, and also inquire with a few other local water departments about their annual clothing allowance. Follow up will be at next month's meeting. Under New Business – Budget Update.

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

Correspondence: None

Legal Correspondence: None

Old Business:

- o Lead and Copper changes for 2023 and Grant – Nothing new to report at this time; the final submission will occur on October 14, 2024.

- o Oak Hill Tank Assessment Cleaning and Inspection – Cleaning of the Oak Hill tank and the Cawley Middle School Underground Storage Tank was completed on July 9th by Aqueous Infrastructure Management. Detailed reports were provided summarizing the assessment of each tank. The inspection reports were sent to our engineer at Wright Pierce. At this time, we are awaiting the proposal and evaluation of the Oak Hill tank. The Superintendent will follow up with Wright Pierce to obtain the proposal.

- o Superintendent's Succession Plan – An outline of the plan was included in the August monthly package. There are no further updates at this time.

- o 0 Thames Road - 55 plus proposed development – The Superintendent attended a meeting with the proposed developer of the 55-plus multifamily buildings and a separate meeting with

the town planner. There are several steps and approvals that the developer needs to meet prior to water being discussed. No further action is required of CHWP at this time.

o Cardinal Landing - 65 Farmer Road Cardinal Landing - The developer of Cardinal Landing has agreed to have a water evaluation conducted by Wright Pierce to assess the potential for extending town water down Farmer Road to the proposed building site. The applicant has paid the fee for this evaluation. The next step is to obtain the report from Wright Pierce to determine how the developer wishes to proceed.

New Business:

o 2024 Manchester Water Works 3% Rate Increase: Based on the 3% rate increase by Manchester Water Works (MWW), a motion was made by Ray Bonney for the Central Hooksett Water Precinct to increase its water rates by 3% to align with the MWW rate increase, effective with the fourth quarter billing period. The motion was seconded by Karen Nadeau. The precinct customers will be notified of the rate increase in the third quarter billing statement and it will also be posted on the webpage.

o Superintendents Report – Included in the monthly package to Commissioners. Posted online and in the office.

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 Joan McDonald, all in favor.

With no other business to be conducted, a motion was made by Ray Bonney to adjourn and seconded by Karen Nadeau at 7:20, all in favor.

Next meeting is scheduled for October 15, 2024 - 6:00 P.M.

Respectfully Submitted

Karen a Nadeau

Karen Nadeau, Precinct Clerk