



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

Meeting was called to order at 6:00 by chair Richard Bairam

Roll Call conducted by Chair Richard “Turk” Bairam

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

Motion by Mark Bourque and seconded by Ray Bonney to approve the meeting minutes of the July 16, 2024 meeting, all in favor, motion passed.

Treasurer Reports:

Business checking account	\$861,438.35
Business Debit Card account	\$196.77
Past Due Accounts	\$45,326.05 (157 Accounts)
Open Balance Report	\$52,402.44 (181 Accounts)
2nd Quarter Late Fees	\$5,425 (155 Accounts)
August Irrigation Meter Reads	9,548,721 (Gallons)
August Irrigation Billing	\$48,062.62 (166 Bills)

A/P manifests were reviewed and approved by the commissioners for the amount of \$58,172.71 dated 7/25/2024, A/P Manifest for \$10,142.98 dated 8/14/2024, A/P Manifest for \$2,751.55 dated 8/20/2024 and money transfer manifest of \$250.00 dated 8/20/2024.

Payroll manifests for payroll weeks 7/7/2024 thru 8/10/2024 were also reviewed and signed by the commissioners.

A suggestion was made to include the Profit and Loss statement in the monthly package for review. Going forward, this report, along with the balance sheet, will be included in the monthly package sent to 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:

- o Lead and Copper changes for 2023 and Grant – 99.9% completed. A meeting with the state took place on August 1st to review all the data that had been compiled. The NHDES stated that it appears we are in good shape with the information we have prepared. The final step is to finish identifying any unknowns for material classification in order to make the final submission.

- 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 recommendations are listed by priority level and the year in which repairs or replacements should occur. The priority ranges from 1 - Critical: ASAP to 5 - Suggested: Best practice. The Oak Hill tank coatings assessment for the exterior (excluding the roof) and interior is coded as priority 3, which means it should be addressed within the next 5 years for maintenance or compliance upgrades. The Superintendent will inquire if spot repairs are possible based on the percentage provided and the pricing for such repairs. One item that needs immediate attention is the replacement of the vent on top of the tank with a non-corrodible metal screen. Pricing for the vent replacement and coating repairs will be obtained and provided to the board.

- o Superintendent's Succession Plan – Outline of plan included in monthly package. No further updates at this time.

- o North East Record Retentions Proposal – Document Shredding took place Friday July 19th. Files are now sorted and boxed according to the compliance and retention schedule. Going forward, following the retention schedule, boxes will be picked up annually and shredded offsite.

- o 310 Londonderry Turnpike - PB Waiver - Denied

New Business:

- o Deputy Treasure - In the rare case that the Treasurer is not available, a suggestion was made to assign a Deputy Treasurer. Attorney BJ Branch referenced *Compatibility of Offices: Section 669:7 - Incompatibility of Offices*, which states that no person shall hold the offices of town treasurer and town clerk simultaneously. However, it does not preclude a commissioner from holding this position, as the position of Deputy Treasurer does not exist in the statute. A motion was made by Ray Bonney to appointment Joan McDonald Deputy Treasure of the Central Hooksett Water Precinct with the

power to sign checks when the Treasurer is not available, seconded by Karen Nadeau. Motion passed all in favor.

- o CHWP 23-24 Town Report – The Superintendent provided a cover page for CHWP and the MS reports to the town as requested.
- o Cardinal Landing - 65 Farmer Road At this time, the project has not been approved by Zoning. Before the project can move forward with their application for a special exception, the zoning board will conduct a site walk. Nothing further is required from CHWP at this time.

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 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 6:51 All in favor.

Next meeting is scheduled for September 17, 2024 - 6:00 P.M.

Respectfully Submitted

Karen a Nadeau

Karen Nadeau, Precinct Clerk