

Minutes of the November 21, 2023 monthly meeting of the commissioners of the CHWP.

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

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.

Motion by Ray Bonney and seconded by Mark Bourque to approve the meeting minutes of October 17 2023, all in favor, motion passed.

Treasurer Reports:

Business checking account	\$1,013,815.01
Business Debit Card account	\$312.36
Past Due Accounts	\$41,549.91
Open Balance Report	\$77,163.13
Late Penalties applied 11/20/23	\$4,815.00

A/P manifests were reviewed and approved by the commissioners for the amount of \$46,770.15 dated 10/30/2023 and A/P Manifest for \$19,385.14 dated 11/21/2023.

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

Correspondence

None

Legal Correspondence:

Additional Contract Purchase of Water from MWW – with the advisement of Attorney Branch, a motion was made by Ray Bonney to purchase additional flow from MWW at a cost of \$225,00.00 with moneys to come from the Source Development Trust Fund and unspent money for fiscal year 2023 for item 1164 Water Purchase. There was a second by Joan McDonald with all in favor. Mark Bourque abstained from the vote since he is an employee of the Manchester Water Works.

10 Water Works Drive • PO Box 16322 • Hooksett, NH 03106 • Phone: 603-624-0608 • Fax: 603-624-0814

Email: centralhooksetwater@comcast.net

Attorney Branch is working with Chris Culberson and Mike Heidorn with updated information provided to finally delineate the CHWP water boundaries.

Motion was made by Ray Bonney to revise the Treasures delegation of Duties policy to add “in person or by digital scanning of checks for daily deposits”. Motion was seconded by Mark Bourque with all in favor. The updated policy is attached as part of the meeting minutes.

Old Business:

- Lead and Copper Grant – Josh is working with Wright Pierce to compile the required information for material inventory – the grant for this work is \$50,000 and we have expended \$30,524.44 to date and the formal request for disbursement has been sent in to NHDES on 10/12/2023. This is a 100% reimbursement grant. We have received the first refund of \$30,524.44.
- Campbell Hill Pump Station – 14 Lindsay Road – nothing new to report at this time.
- O Thames Road – Nothing new to report
- 270 Londonderry Turnpike – Nothing new to report
- Health Coverage 2024 – The agreement for health and dental insurance was signed this evening by the chair to continue coverage into 2024 with Health Trust. CHWP is seeing a 15.6% increase in medical and 4.7% increase in dental coverage.
- Juneteenth – Motion was made by Mark Bourque to give the employees a Floating Holiday that can be used between June 19th thru December 31st on an annual basis. Motion was seconded by Ray Bonney with all in favor.

New Business:

- 2024 Operating Budget – Superintendent Chris Culberson presented the first draft of the operating budget for 2024 to the commissioners for review. As it currently stands with the information provided it appears that the budget may only increase slightly from 2023 if anything at all. Still awaiting a few final numbers to come in and final review will be in December monthly meeting
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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 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 7:32 pm. All in favor.

Next meeting is scheduled for December 19, 2023 at 6:30 pm.

Respectfully Submitted

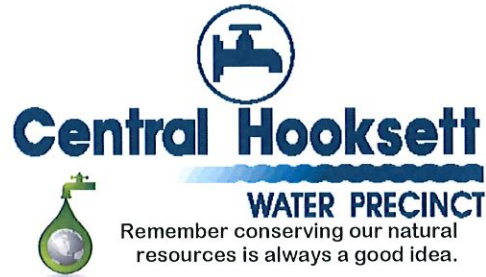
Carol Hardy, Precinct Clerk

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

POLICY REGARDING TREASURER'S AUTHORIZION TO DELEGATE

This is to confirm, for the purposes of complying with the Precincts auditor's Request, That the Treasurer hereby authorizes on a standing basis the Superintendent to make daily deposits when necessary, in person or by digital check scanning. This authorization policy shall be renewed on a monthly basis.

Revised and approved 11/21/2023



Superintendents Report for November 21, 2023 Meeting

1. Monthly required TC samples were taken on 11/7/2023 with all results TC-. The average Total Chlorine within the distribution system at the time of TC collection was .1.20 ppm. 3rd Quarter disinfection byproducts were also taken on 7/11/2023 and the 3rd Quarter Disinfection Byproducts Reports were submitted to NHDES. The 20 Tri annual lead and copper samples were collected with lab results sent to the NHDES. Individual results have been sent to the customers at the sample locations and certification form has been submitted to NHDES. All 20 samples were in compliance with the current LCR (lead and copper rule) requirements. MWW converted back to monochloramine disinfection on 10/2/2023.
2. Berry Hill Estates Update – Final paving was just completed for all streets except for Strawberry Lane.
3. 2023 Cross Connection – First round for 2023 has been completed and we will be starting 2nd round testing of RPZ's along with all PVB's (Pressure Vacuum Breakers) is ongoing thru the rest of 2023.
4. 7 Martins Ferry Road – no further work has been completed on the water service installation at this time.
5. Wright Pierce continues to work on the Lead and Copper inventory along with Josh. We have submitted the reimbursement amount to NHDES for the grant and received confirmation of approval and will be receiving the reimbursement amount of \$30,524.44 shortly. This is a 100% grant with no match from CHWP.
6. Ridgeback Storage at 1461 Hooksett Road – both pressure testing and bacteria samples have passed. A 2' hydrant extension was installed on the private fire hydrant. The main and hydrant were placed in service on Monday October 30th. The water is shut off outside the building at this time at the domestic and fire service shut off. Private Fire Hydrant is in service and the fire department has been notified.
7. Hunt Street – water meter haves been set for 10 and 12 Hunt Street and the services are active. The water services for 1 and 5 Dartmouth Street have been installed to the property line and tied into the water main. 3 Dartmouth will not be completed till spring of 2024. There is an existing service line at this location and it will be upgraded from 3/4" to 1". All connection fees for Dartmouth Street services have been paid and signatures for application from the commissioners will be presented at the meeting.
8. Water application for a 1" water service line at 21 A Martins Ferry Road along with payment for the application and all connection fees. 1" water line was installed on Monday November 13 with live tap made on the 8"AC water main. Application for signatures from the commissioners will be presented at the meeting.

9. Pandolfo Construction and Hydratech tapped the 10" AC water main for the new 2" water service at the Nouria Shell station on Hooksett Road and the existing ¾" service was abandoned in placed with the Corp turned off at the main. An abandonment saddle was installed to protect the corp. Meters have been purchased for this location and currently awaiting plumbing work to be completed before water can be turned on.
10. 18 Water Works Drive – the domestic and fire services for this location have been flushed thoroughly and after several attempts a clean bacteria test has come back TC-. Both the domestic and fire lines have been placed into service with the meter and backflow tests completed on the domestic line and the fire line is on to the first valve inside the building until repairs have been made to the fire protection backflow.
11. While doing station checks this week, I found a general alarm on pump 2 at the granite heights booster station. There is a fault in the VFD. I will be investigation further to identify the issue, the pump is currently out of service however 2 pumps are running fine.
12. Cawley Middle School has been experiencing issues with 2 out of the 3 of the booster pumps that service the school. Although we do not own anything at this booster station, I have been assisting Dean Farmer and Smith Pump to help identify the issue and get the situation resolved.
13. Park Place (Hooksett Road) – I have received submittals from Josh Chapman of Advanced Excavation for piping materials for this project. He was initially trying to get the water tie ins completed this year however since water application has not been filled out nor have we received connection fees I informed him that this work would have to wait till spring of 2024 until submittals have been reviewed and accepted and fees have been paid. Josh completely understood and was attempting to complete any work in the town right of ways before November 15th which is the day the Town of Hooksett no longer allows excavations within the Towns right of way.

Respectfully Submitted,
Christopher R Culberson
Superintendent