



Minutes of the August 15, 2023 monthly meeting of the commissioners of the CHWP.

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

Present: Richard Bairam, Ray Bonney, Joan McDonald, Linda Bonney-Treasurer, Attorney BJ Branch, Carol Hardy – Clerk, Chris Culberson – Superintendent

Not Present

Betty St Germain – Bookkeeper
Mark Bourque

Roll Call conducted by Chair Richard “Turk” Bairam

Motion by Ray Bonney and seconded by Joan McDonald to accept the meeting minutes of the July 18, 2023 as presented, all in favor.

Treasurer Reports

Business checking account	\$814,358.50
Business Debit Card account	\$903.55
Past Due Accounts	\$34,694.65
Open Balance Report	\$79,723.12
First Irrigation billing	\$30,445.02

A/P manifests were reviewed and approved by the commissioners for the amount of \$53,453.59 dated 8/2/2023 and A/P Manifest for \$3,030.17 dated 8/15/2023.

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

Correspondence:

None at this time

Legal Correspondence:

None at this time

Old Business:

- Lead and Copper Grant – Josh is working with Wright Pierce to compile the required information for material inventory – ongoing at this time and the first request for reimbursement can be submitted in October.
- Compliance Administrator/Bookkeeper – Attorney BJ Branch recommends to the commissioners to allow Chris Culberson to hire a compliance admin/Bookkeeper to assist with compliance needs. Motion by Richard Bairam and seconded by Ray Bonney to create the role of compliance admin/Bookkeeper with authority given to Chris Culberson to hire desired candidate. All in favor. This will replace the part-time bookkeeper position and the tech position will not be replaced by the retirement of Jean Descoteaux.
- 2022 Audit – Awaiting draft reports
- Campbell Hill Pump Station – 14 Lindsay Road – Customers not happy with the trim work that was completed due to the age of the bushes and convinced them to review in the fall when new growth starts to reestablish.
- O Thames Road – nothing new to report at this time.
- BJ Branch informed the board that he would not be present for the September meeting.

New Business:

- 2023 MWW Chlorine Conversion – MWW started the chlorine conversion on August 14, 2023 due to the quality of water being seen and will continue into the first of October.
- Internal Audit of commercial account rate codes – it was noticed on a few commercial accounts that a meter charge was not being applied during the quarterly billing however usage was. We will identify these few accounts and inform the customers with charges to be implied moving forward.

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 Joan McDonald, all in favor.

With no other business present a motion was made by Ray Bonney and seconded by Joan McDonald to adjourn at 7:08 pm. All in favor.

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

Respectfully Submitted

Carol Hardy
Clerk



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