



Minutes of the March 15, 2022 monthly meeting of the commissioners of the CHWP.

Present: Kelly Alois, William Alois, Richard Bairam, Ray Bonney, Joan McDonald, Attorney BJ Branch
Chris Culberson – Superintendent, Betty St Germain – Bookkeeper, Brett Rowley – CHWP Customer

Not Present

Carol Hardy - Clerk

Meeting was called to order at 6:50 by chair Bill Alois

Motion made by Richard Bairam and seconded by Ray Bonney to approve the minutes of the February 15, 2022 Meeting. All in favor.

Bookkeeping Update – Journal Entries are being completed for 2021, payroll is completed for 2021 within quick books. Betty is currently cleaning up all AP completed and verify bank deposits and ach payments. Continuing to clean up the accounts for accuracy for the upcoming 2021 Audit. Money was written out of the general fund rather than the escrow accounts and this will need to be correct. Currently working off the new Chart of Accounts that was created. Quarterly billing has also been reviewed and updated.

Treasurer Reports

Business checking account	\$326,681.15
Money Market account	\$138,465.17
Escrow account	\$30,111.29
Late Accounts	\$38,664.21

Payroll weekly manifests were reviewed and approved by the commissioners for the month of December. A/P manifests were reviewed and approved by the commissioners for the amount of \$11,235.82.

Legal – Nothing to report at this time.

No Correspondence

Old Business:

- ARPA Funds Town of Hooksett – Andre Garon would like to discuss in the near future to see what options are out there for funding.

- Asset Management – Phase 2 – Wrapping up and closing out documentation with Wright Pierce and NHDES.
- Manchester Water Works – Converting back to Chloramines on April 18th, 2022
- 2022 Audit this is scheduled for June 9th and 10th.
- Chris Culberson has passed his practical exam for backflow tester and awaiting the results of the written exam
- Deduct letters to the customers are all ready to be mailed out and will be in the mail the by Friday of this week. Deducts will be read end of June and end of December for 2022.

New Business:

- TD Bank – Chris is working with Keith Pike of TD Bank to convert existing commercial banking accounts to protected government accounts. There are currently 3 accounts which consist of commercial checking account, money market account and escrow account. Motion made by Ray Bonney and seconded by Richard Bairam to move the money from the money market account into the general account, all in favor. This will eliminate the money market account. The existing escrow account will be reconfigured to a zero-fund balance account linked to the debit card for any type of purchase that would need to be made. Money would transfer for a known payment by the debit card.
- 2022 spring flushing is tentatively scheduled for April 6th but could change.
- TRC applications were presented to the commissioners for Marmon Aerospace at 18 Legends Drive and also for Strickland Brothers at 5 White Hall Road. Water for Marmon needs to be fed off of Legends Drive and eliminate the existing easement for the club house and reconnect the service. Water main for Strickland will need to be open cut in the state road and working with the Fire Dept for the location of the required fire hydrant in order to determine the main size across the street.
- CHWP will start internal monthly billing of water customers in June by reclassifying the reading routes and CHWP customer will still be billed on a quarterly basis. This will eliminate all bills going out on a quarterly basis and allow staff to better handle transactions on a monthly basis
- Josh and Chris will be attending the NEWWA annual spring conference at the DCU center. Josh has never been before and this will give him the opportunity to training class hours as well as meeting resources in our industry.
- Chris Culberson is working on completing a water audit created by AWWA which will help with knowing our existing actual water loss in our system which currently is less than 10 percent.
- Chris mentioned with the cost of inflation and increase of material prices he is keeping a close eye on the budget and fuel for vehicles and being aware of the cost of doing business.

Superintendents Report – attached Motion by Ray Bonney to accept the superintendents report as is and seconded by Richard Bairam. All in favor.

Chris thanked the board for the donation to Stratham Animal Shelter in the name of Ann Tucker for her passing.

Bill Alois wanted to acknowledge Brett Rowley for being present at the meeting in order to observe as Brett has interest in the open seat of a water commissioner.

Housekeeping Rule, Indemnity Rule and Policy Approval – Motion made by Ray Bonney and seconded by Richard Bairam, all in favor

With no other business present a motion was made by Ray Bonney and seconded by Richard Bairam to adjourn at 7:31 pm. All in favor.

Respectfully Submitted



Christopher Culberson - Superintendent