



Minutes of the May 17, 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, Brett Rowley

**Not Present**

Carol Hardy - Clerk

Betty St Germain – Bookkeeper

Meeting was called to order at 5:12 by chair Bill Alois

Recognition of Everett Hardy 46 years of service has been tabled to a later date by chair Bill Alois.

Approval of the Meeting minutes of the April 19<sup>th</sup> meeting was tabled by chair Bill Alois.

Betty St Germain was not present at the meeting however provided a written update to the board dated May 17<sup>th</sup> which is attached to these meeting minutes. The update letter was read and discussed by the board with input from BJ Branch as legal counsel. BJ as legal counsel agreed with Betty's suggestion on the close out of the Escrow accounts and suggested to the board to consider thru motion to accept.

Motion by Ray Bonney and seconded by Richard Bairam, "to write a check for the amount of \$16,760.49 to the operating account out of the Escrow Account with the complete amount being applied to Inspection Fees". All in favor.

Betty will provide a manifest for the check processed in order to provide the proper paper trail for the auditors for the 2022 audit.

Betty provided balance sheets along with profit and loss statement to the board for review from the beginning of 2022 thru April to give the board and idea of what they will be seeing moving forward as part of a treasurers reports now that we are catching up on being able to report actual figures. The figures presented will change since the adjustments have not been entered for 2022 as of yet and is on the next list of items to tackle.

**Treasurer Reports**

|                           |              |
|---------------------------|--------------|
| Business checking account | \$444,859.52 |
| Money Market account      | \$138,471.05 |
| Escrow account            | \$30,102.74  |

10 Water Works Drive • PO Box 16322 • Hooksett, NH 03106 • Phone: 603-624-0608 • Fax: 603-624-0814  
Email: [centralhooksetwater@comcast.net](mailto:centralhooksetwater@comcast.net)

Late Accounts

\$39,890.90

Disconnect Notices will be going out in the mail for customers who have not paid in the last two quarters with a disconnect date of June 15<sup>th</sup>. Total amount of \$16,085.52 owed thru disconnect notices.

A/P manifests were reviewed and approved by the commissioners for the amount of \$28,289.71 dated May 3<sup>rd</sup> and \$5,158.86 dated May 17<sup>th</sup>.

No Correspondence – Sue Willey from the Kiwanis club sent an email informing the board that since last years team for the annual golf tournament placed second, there is a current discount of \$375.00 due back to the precinct on the paid \$750.00 entry fee for the 2022 tournament. Motion by Ray Bonney and seconded by Richard Bairam to rescind the discount of \$375.00 to benefit the Kiwanis for the 2022 entry fee with the \$750.00 entry paid in full. All in favor.

Brett Rowley asked for further explaining of the billing edit list as a new water commissioner and the reason for the manifests to be signed by the commissioners as the Billing Edit list were presented for signatures for the months of February and April. Chris Culberson explained the process and BJ brought up the idea of training of board members of the process and responsibilities of the board.

Legal – BJ Reviewed and advised the chair Bill Alois to sign the release of the Notice of Connection Charge which is still recorded in the registry from 1988 for Granite Hill Shops. BJ provided a bit of history from that time that the developer went bankrupt and the bank paid to finish the project. Water was provided as part of the agreement at the time to finish the project.

#### **Old Business:**

- ARPA Funds Town of Hooksett – Nothing new to report
- Asset Management – Phase 2 – Completed for final approval and reimbursement funds entered. W-P will be making a brief summary to the board during the June meeting.
- 2022 Audit this is scheduled for June 9<sup>th</sup> and 10<sup>th</sup>.
- Sewer Deduct meters – great response so far from customers with people already converting.
- Strickland Brothers – 5 White Hall Road – nothing new to report
- Marmon Aerospace – nothing new to report
- 2022 Spring Flushing – is complete and Chris explained that unidirectional flushing was very productive with maintaining the distribution system for water quality. 1.2 million gallons of water was used for annual flushing in the spring of 2022.

#### **New Business:**

- 1316 Hooksett Road – Granite State Gymnastics – They are expanding the existing building and adding a 7500 square foot addition. They are installing a new 6” fire service with a private hydrant and providing automatic sprinklers for the existing building and the new addition. The intent to utilize the existing 6” public fire hydrant lateral in front of the property and installing a tee to offset the existing public hydrant within the ROW and add a new 6” valve for the private fire service. There will also be a new domestic service tapped off this 6” line for the building which will eliminate the existing service that currently does not have an easement which is located on the property in front of Granite State Gymnastics. Chris state he did not want a separate 6” tie-in on the existing AC Main close to the existing fire hydrant lateral and utilizing the lateral was the best way to provide service.

- Water leak on Martins Ferry Road – A water leak was found on an old service saddle feeding the fraternity that was torn down years ago and the main to stop was still live. Chris had SUR West repair the leak by removing the saddle and installing a wrap around repair sleeve and the precinct will pay SUR West for their work since they were not at fault for this leak in the area of their work with the Town of Hooksett.
- Consumer Confidence Report is complete and available on the website and hard copies are at the office as well. Customers will also be notified thru a note on the next bill.
- CHWP was accepted thru the leak detection grant program to have high level leak detection completed in 2022.

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

Bill Alois asked if we have heard from the Budget Committee as of yet to update on current income and expenses for 2022 and Chris stated there has not been a formal request.

Chris informed the board that both Josh and Jean will be on vacation during the same week and Chris has no concerns of coverage during that time. Chris informed the board on a matter of communication.

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

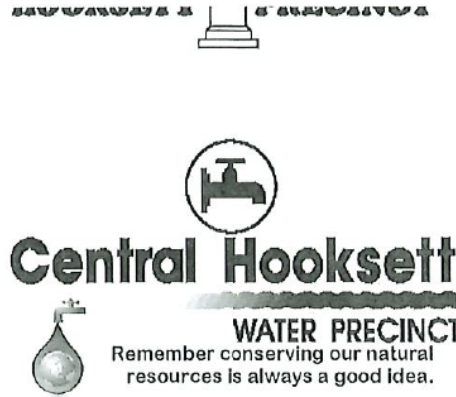
BJ took the time to explain to Brett Rowley ( new commissioner ) to purpose of the above clause.

With no other business present a motion was made by Ray Bonney and seconded by Richard Bairam to adjourn at 6:11 pm. All in favor.

Respectfully Submitted



Christopher Culberson - Superintendent



May 17, 2022 Meeting

Hi Everyone,

In case I am not able to be there, this is an update.

I am very happy to tell you that except for anything that may pop up.....2021 is up to date!!!

I do have to get things ready for the Audit but I have time and will get to that shortly.

I have also caught things up to the end of April 2022, all except for the adjustments for this year.....I haven't gotten to those yet.

I printed the Balance Sheet and Profit & Loss Reports for January-April...just keep in mind that the numbers may change just a little because of the adjustments that I still have to do.  
They are in the purple folder with the Payables & Payroll Manifests.

Also-a Payables Manifest with a check from the Escrow Account in the amount of \$13,342.25 to Central Hooksett Water Precinct for re-imbursement of Deposits deposited into the incorrect bank account and Inspection Fees that were paid to Richard Blackwelder from the Operating Account instead of the Escrow Account. There is a breakdown attached to the check.

In regards to the Escrow Accounts:

There is a balance of \$30,102.74 in TD Bank Statements.

That amount is not reflected in Quickbooks, most likely due to previous year(s) of mis-posting.

After the check to CHWP for \$13,342.25 Quickbooks is showing \$11,866.73 left in the accounts making a bank balance difference of \$4,893.76.

As of the April 2022 Bank statement there should be a balance of \$16,760.49 in the Escrow Accounts.

All of these Escrow Accounts (Berry Hill, Granite Heights, O'Reilly's, Sportsdome, Starbucks) are all finished and should be closed.

My suggestion is that you may want to close out these Escrow accounts by either writing another check or transfer the difference of \$16,760.49 to the Operating Account. I will do a Manifest for what you decide so we have the paper trail that the Auditor will want. The whole amount should probably go towards Inspection Fees, as that is most likely where they should have gone.

I think that covers it! Have a great week!

Thank you,  
Betty