



Minutes of the April 15, 2025, monthly meeting of the commissioners of the CHWP.

Meeting was called to order at 6:06 PM by chair Richard Bairam

Roll Call conducted by Chair Richard “Turk” Bairam

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

Excused: Mark Bourque

Motion by Ray Bonney and seconded Joan McDonald to approve the Annual Meeting minutes and the amended Monthly Meeting minutes of March 18, 2025, all in favor. Motion passed. Correction: It was noted that Mark Bourque was omitted from the March 18, 2025 Monthly Meeting minutes.

Treasurer Reports:

Business checking account	\$618,261.89
Business Credit Card account	\$2,356.54
Past Due Accounts	\$28,151.10 (104 Accounts)
Open Balance Report 3/13/2025	\$198,373.54 (1523 Accounts)
First Quarter Meter Reading Usage	23,336,504 (Gallons)
First Quarter Net Billings	\$244,731.05 (1817 Bills)
First Quarter Senior Discounts	\$1,528.43 (415 Accounts)

A/P manifests were reviewed and approved by the commissioners for \$36,297.54 dated 3/27/2025, A/P Manifest for \$5,785.46 dated 4/15/2025. Money Transfer \$1,250.00 dated 4/2/2025.

Payroll manifests for payroll weeks 3/09/2025 thru 4/05/2025 were also reviewed and signed by the commissioners.

Denise: TD Bank Update;

TD Bank is moving forward with implementing Positive Pay, a security feature for outgoing checks.

The current checking account will be converted into an interest-bearing account.

A new Cash Management Master Agreement must be signed. This agreement covers the digital banking platforms we use (eTreasury and Digital Express), as well as ACH origination services. Notably, TD Bank will place a hold on incoming ACH amounts to mitigate risk, ensuring the bank assumes no liability for returned ACH transactions.

A form is required to redesignate users for eTreasury and Digital Express—platforms currently used for depositing checks.

The forms must be signed by an authorized representative, which is the superintendent. BJ stated that the superintendent or board chairman may sign if only one signature line is provided. However, it is recommended that both signs, when possible, to ensure complete authorization.

Motion by Ray Bonney and seconded by Karen Nadeau to accept the treasurers report as presented; all in favor.

Correspondence: 2025 Kiwanis Golf Tournament. A motion was made by Ray Bonney to sponsor a team and a hole for the 2025 Kiwanis Golf Tournament and seconded by Joan McDonald. All in favor, motion passed. The cost is \$750.00 includes the sponsorship of one hole and a team of four golfers.

Legal: None

Old Business:

- Oak Hill Tank Assessment Cleaning and inspection – Wright Pierce Proposal: The Superintendent will follow up with Wright Pierce Nothing new to report.
- 2024 Audit – Update by Denise Cumings: On March 20th, three auditors were on-site for the majority of the day. They extensively reviewed records and were granted full access to the filing system. The audit process proceeded smoothly.
On March 21st, only one auditor returned and was on-site for one and a half hours, indicating that the majority of their review had already been satisfactorily completed. No significant issues were reported. There were a few minor comments:
One adverse opinion related to the decision not to purchase an actuarial report for post-retirement health insurance benefits, which was a mutual decision of the board based on cost and limited value.
Another comment, which is expected to be included in the final report, is a recommendation that the board formally review all policies at least every three years. While monthly updates occur, the auditors emphasized the importance of regularly revisiting all policies to ensure their continued relevance and responsiveness to technological advancements.
The auditors expressed satisfaction with the current internal processes and commended the precinct's accessibility of records.
The addition of a deputy clerk was noted positively.

A draft report is anticipated within the next month or so, providing ample time for the board to review and submission to the Department of Revenue Administration (DRA).

- 3- CD investments with TD Bank as previously voted, three Certificates of Deposit (CDs) were opened on March 27th, following board approval and signature card completion.

A CD tracking sheet was created to monitor balances, interest earned, and maturity dates. Preferred level of detail for monthly CD reporting. Whether to include graphs, maturity balances, and reconciliations as standard in the tracking report. The board said to keep it simple.

To avoid service fees and retain fraud protection benefits, the minimum operating account balance must remain at \$501,000.

The board agreed that the 30-day CD can be automatically rolled over into a 90-day term, assuming no major upcoming expenses. The board agreed that staff can make renewal decisions monthly, provided updates are given at each meeting-possibly via a manifest for transparency and signatures.

The goal is to create a cycle where one CD matures every 30 days, ensuring flexibility and liquidity.

Several options for handling maturing CDs were discussed: Roll over both principal and interest. Roll over principal only and transfer interest elsewhere.

Open new CDs (if additional funds are available), as additional funds cannot be added to existing CDs.

- Thames Road 55+ Proposal: Discussion Regarding Water Availability for Proposed Development. A meeting was held on Wednesday, April 9th to discuss a developer's request for water service from the Central Hooksett Water Precinct (CHWP) for a proposed project. In attendance were Steve Blum and Eric Gerade (via Zoom), and Tony LaCasse and Superintendent Chris Culberson in person. The developer is currently seeking a variance through the Zoning Board of Adjustment and inquired whether CHWP could provide a letter confirming the availability of water.

After thorough discussion, it was determined that CHWP is not in a position to provide such a letter at this time, due to several key reasons:

The proposed water connection point lies within the privately-owned Villages of Granite Hill, where CHWP holds no authority to approve or disapprove connections. By CHWP bylaws, all connections must be made within Town-owned Right of Way.

A water evaluation must first be conducted by CHWP's engineers, Wright Pierce, to determine the projected daily domestic water demand and required fire flows. This information is necessary for modeling system capacity and determining if infrastructure improvements would be needed.

CHWP is subject to a Wholesale Water Agreement with Manchester Water Works, which caps average daily water usage at 770,348 gallons. Any project of this scale would require an amendment to that agreement, which cannot proceed without the results of the aforementioned water evaluation.

The parcel in question is currently outside the CHWP boundary. Inclusion would require a formal petition and approval by the Town Council, contingent upon CHWP's ability to serve the parcel.

Finally, the New Hampshire Department of Environmental Services (NHDES) would need to review and approve any proposed connection once sufficient technical information is available.

Based on these considerations, CHWP concluded that water is not currently available for the proposed development.

Motion by Ray Bonney to have the Superintendent's letter outlining the precinct's position sent to the zoning board, which will be incorporated into their meeting minutes, is seconded by Karen Nadeau, all in favor.

New Business

- 2024 Workman's Comp Audit: We were rebated \$2,564. This is the result from the reclassification of staff to more office workers and fewer people in the field. The breakdown of the rebate was \$1,937 on the workers comp part of it and \$635.00 on general liability. (The rebate adds up to \$2,572, not \$2,564 as stated in the meeting. Denise is checking with the insurance company and we will amend as needed in the next meeting)
In addition, we had no claims impacting our workers' compensation modification factor, which is currently at 0.58—a figure that's almost unheard of. All positive things.
- CHWP Water Conservation Plan: Our precinct was required to provide DES by April 1st, a water conservation plan. The Superintendent completed the state-provided template for large water systems, ensuring all required information was included. The purpose of this plan is to document our efforts in water conservation, leakage reduction, and related measures within our precinct. It also ensures we meet our regulatory obligations and maintain accurate records for billing and water consumption. The completed plan was submitted to the state on time and is currently under review. Once the review is complete, we will receive feedback and any necessary revisions. This document represents our precinct's first formal water conservation plan and may be valuable to share on our website for public transparency and reference.
- 2024 Water Audit: The water conservation program, offered by the American Water Works Association (AWWA) as a free resource, allows water departments to assess their water usage and identify areas for improvement. By inputting your water consumption data, users can determine their water wastage percentage. New Hampshire's water conservation regulations stipulate that water loss should not exceed 10-15% of the total water used. Our assessment, came in at 7.5%. This information was submitted along with a comprehensive conservation plan, and adhered to the three-year mandatory reporting requirement
- Tree on fence around tank at Campbell Hill Tank: A tree fell on the fence surrounding the Campbell Hill water tank. The Superintendent contacted the Glencrest Homeowners Association (HOA) and spoke with Jim Lord, the HOA secretary. They discussed the removal of the tree and received approval. Subsequently, the precinct staff will repair the fence.

Superintendents Report – Included in the monthly package to Commissioners. Posted online and in the office.

- 310 Londonderry Turnpike: On October 7, 2024, the Planning Board granted a waiver with conditions that align with the requirements of the Central Hooksett Water Precinct (CHWP). One of the conditions required the property owner to increase the water service line size into the apartment/building, which has been completed. However, the main-to-curb stop portion of the line could not be upsized due to a recently paved roadway.
CHWP informed the property owner that a \$10,000 escrow deposit must be provided. These funds would be held until the pavement moratorium expires, at which point they would be used to complete the remaining service line upgrade. It was clearly stated that a Certificate of Occupancy (CO) would not be issued until all requirements were satisfied.
The CHWP Superintendent communicated these conditions to the Town Planner and Planning Board on December 3, 2024. However, on December 17, 2024, a CO was issued for the apartment in contradiction to the previously agreed-upon conditions set forth by the Planning Board and CHWP.
CHWP subsequently notified the Code Enforcement Office that it would not authorize or sign off on the CO until all obligations have been fulfilled. The Town Planner has advised the property owner that the \$10,000 escrow deposit must be submitted to CHWP by October 10, 2025. Failure to do so will constitute a violation, and the CO will be subject to revocation

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 to seconded by Karen Nadeau all in favor.

With no other business to be conducted, a motion was made by Karen Nadeau to adjourn and seconded by Ray Bonney at 7:38pm; all in favor.

The next meeting will be held on May 20, 2025, at 6:00 PM.

Respectfully submitted,

Karen Nadeau

Karen a Nadeau

Precinct Clerk