



Minutes of the February 18, 2025, monthly meeting of the commissioners of the CHWP.

Meeting was called to order at 6:02 PM by chair Richard Bairam

Roll Call conducted by Chair Richard "Turk" Bairam

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

Excused: Ray Bonney and Mark Bourque

Motion by Joan McDonald and seconded Richard Bairam to approve the meeting minutes of January 21, 2025, as amended; all in favor. Motion passed.

Corrected: Payroll manifests for payroll weeks 12/08/2024 thru 1/11/2024. To read 1/11/2025

Treasurer Reports:

Business checking account	\$895,656.02
Business Credit Card account	\$517.66
Past Due Accounts	\$41,215.48 (209 Accounts)
Open Balance Report	\$59,962.07 (250 Accounts)
January 2025 Adjustments	\$246,962.63
Late Penalty Fee's	\$4,305.00 (123 Accounts)

A/P manifests were reviewed and approved by the commissioners for \$41,323.22 dated 2/05/2025, A/P Manifest for \$37,217.26 dated 2/18/2025. Money Transfer \$3,000.00 dated 1/23/2025, Money Transfer \$500.00 dated 1/31/2025.

Payroll manifests for payroll weeks 1/12/2025 thru 2/08/2025 were also reviewed and signed by the commissioners.

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

Correspondence: None

Legal Correspondence: None

Old Business:

- Oak Hill Tank Assessment Cleaning and inspection – Wright Pierce Proposal: The Superintendent will follow up with Wright Pierce in the beginning of the year. Nothing new to report.
- Cardinal Landing - 65 Farmer Road - The Superintendent and the developer attended a second meeting with NHDES to assess the feasibility of connecting to the public water supply. After careful consideration, it has been determined that the cost of connecting to the public water supply exceeds the cost of constructing an on-site well. Consequently, NHDES has approved the construction of an on-site well.
- Budget Committee Meeting - Superintendent Chris Culberson met with the Budget Committee January 23, 2025. The budget was approved unanimously. The Budget and Warrant articles have been posted in accordance with the DRA requirements ahead of the 2025 Annual Meeting.
- 2016 Chevy Silverado – Mechanics Body Installation - The mechanics body will be installed within the next few weeks.
- 2024 Audit - All the requested documents have been uploaded, with exception of the cyber security questionnaire, as per Denise's information.

New Business

- 2025 Annual Meeting - March 18, 2025, at 6:00PM. The Moderator, Michael Horne, will preside over the meeting.

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

Motion by Karen Nadeau 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 Karen Nadeau to amend the clothing allowance to include boots and clothing, seconded by Joan McDonald; all in favor.

9. BOOT AND CLOTHING ALLOWANCE

Eligible employees shall receive an annual clothing and boot allowance for the purpose of purchasing and maintaining proper clothing protection to work out in the field and required boots. All reimbursements shall be approved by the Superintendent based on Budget Allocation for the fiscal year.

Central Hooksett Water Precinct shall provide shirts and outerwear with CHWP Logo for professional identification while conducting Precinct business and will be provided to the employees at no cost.

With no other business to be conducted, a motion was made by Karen Nadeau to adjourn and seconded by Richard Bairam at 7:05pm; all in favor.

The next meeting will be held on March 18, 2025, at 6:00 PM. This meeting will serve as the 2025 Annual Meeting, followed by the regular Monthly Meeting.

Respectfully submitted,
Karen Nadeau
Precinct Clerk

DRAFT