



Minutes of the January 21, 2025, monthly meeting of the commissioners of the CHWP.

Meeting was called to order at 6:00 PM by chair Richard Bairam

Roll Call conducted by Chair Richard "Turk" Bairam

Present: Richard Bairam, Linda Bonney - Treasurer, Ray Bonney, Joan McDonald, Mark Bourque, Karen Nadeau - Clerk, Denise Cumings - Compliance/Bookkeeper.

Excused: Attorney BJ Branch, Chris Culberson - Superintendent

Motion by Mark Bourque and seconded Ray Bonney to approve the meeting minutes of December 17, 2024, as presented, all in favor. Motion passed.

Treasurer Reports:

Business checking account	\$747,029.59
Business Credit Card account	\$902.17
Past Due Accounts	\$26,960.97 (147 Accounts)
Open Balance Report	\$251,589.31 (1492 Accounts)
December 2024 Adjustments	\$2,114.92
4th Quarter Water Meter Reading Usage	23,821,745 (Gallons)
4th Quarter Water Net Billing	\$246,543.71 (Discount = \$1,593.47)

A/P manifests were reviewed and approved by the commissioners for \$25,000 dated 1/02/2025, A/P Manifest for \$42,706.21 dated 1/06/2025. A/P manifest for \$6,839.05 dated 1/21/2025. Money Transfer \$1,000.00 dated 12/23/2024, Money Transfer \$750.00 dated 1/08/2025.

Payroll manifests for payroll weeks 12/08/2024 thru 1/11/2025 were also reviewed and signed by the commissioners.

A customer on Sherwood Drive requested that their late fees be waived. It was noted that a similar request from another customer had been made in June and was denied. The meeting minutes from June, regarding the decision on waiving late fees, were reviewed. During that meeting, Ray Bonney made a motion to no longer waive late fees, which was seconded by Karen Nadeau and unanimously approved.

It was suggested to send a copy of the June meeting minutes to the current customer, highlighting the motion regarding late fees. Additionally, a copy should be provided to the Administrative Assistant to ensure they can respond to similar inquiries by referencing the commissioners' decision.

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

Questionnaires to be signed by the Chair and Treasurer for 2024 Audit. The questionnaires were completed and signed by Chair Richard Bairam and Treasurer Linda Bonney.

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.
- Superintendent's Succession Plan: An outline of the plan was included in the August monthly package. Ongoing: No additional updates to share currently.
- Cardinal Landing – 65 Farmer Road – W-P Engineers Review Letter. The developer submitted the evaluation completed by Wright Pierce to the state, along with an application for a community well. Both the community well and individual private wells were denied by NHDES. The only option remaining for the developer is to connect to public water. The developer has a second meeting with the state to appeal their decision on putting in a community well verses connecting to public water.

- 2025 Operating Budget: The Superintendent has completed the operating budget for 2025 and reviewed the anticipated revenue and year-to-date expenses. The overall budget reflects a 1.8% increase over last year. The Superintendent has prepared a draft of the MS-737 for the Department of Revenue and written the warrant articles based on the proposed budget.
- Budget Committee Meeting - January 23, 2025. Chair Richard Bairam will accompany Superintendent Chris Culberson to the Budget Committee Meeting. All Commissioners have been provided with the meeting agenda and are welcome to attend.
- 2016 Chevy Silverado - Mechanics Body - Update. The Superintendent stated that vehicles are typically replaced when they reach ten years of age. This vehicle will be retained until 2027. In the meantime, the Superintendent has purchased a mechanics body for this truck from Platinum Truck and Equipment for \$11,640. This price includes the installation of the mechanics body and lights. The Mechanic's Body will be installed January 23, 2025.

New Business:

- 2024 Audit - Update by Denise and schedule. The auditors spent January 7th at the precinct reviewing the billing process, QuickBooks, vendor payment procedures, and deposit methods. The Auditors will return on March 20, 2025.

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

Motion by Mark Bourque to accept the superintendents report as is and seconded by Ray Bonney; all in favor and accepted as presented.

The Board signed two copies of the warrant articles that will be presented at the March annual meeting.

Housekeeping Rule, Indemnity Rule and Policy Approval – Motion made by Ray Bonney and seconded by Mark Bourque; all in favor.

With no other business to be conducted, a motion was made by Mark Bourque to adjourn and seconded by Joan McDonald_at 6:30pm; all in favor.

Next meeting is scheduled for February 18, 2025 - 6:00 P.M.

Karen a Nadeau

Respectfully Submitted

Karen Nadeau, Precinct Clerk