



Minutes of the January 20, 2026, 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, Joan McDonald, Karen Nadeau - Clerk, Chris Culberson - Superintendent, Jarrod Williams.

Excused: Attorney BJ Branch, Ray Bonney

Motion by Jarrod Williams and seconded by Joan McDonald to approve the meeting minutes of December 16, 2025, as amended; all in favor, with Richard Bairam abstaining as he was not present at the December meeting. Revisions: Linda Bonney from Treasure to Treasurer and the meeting date corrected from January 20, 2025 to 2026.

Public Comment: None

Treasurer Reports: December 1- 31, 2025

Business checking account:	\$694,292.87 (December Int. earned \$929.52)
Business Debit Card account	\$1,002.51 (December Int. earned \$0.94)
310 Londonderry Escrow 5/28/2025	\$10,054.48 (December Int. earned \$6.28)
Past Due Accounts 12/31/2025	\$34,933.70 (157 Accounts)
Open Balance Report 12/31/2025	\$46,579.18 (201 Accounts)
December Adjustments 12/31/2025	\$4,806.39
4 th Quarter Water Meter Reading	24,308,115 (Gallons)
4 th Quarter Water Net Billing	\$250,847.96 (Discount \$1,504.53 – 403 Accounts)

A/P Manifests were reviewed and approved by the commissioners for \$5,331.57 dated 12/15/2025, A/P Manifest for \$44,216.91 dated 12/30/2025, A/P Manifest for \$25,000.00 dated 1/1/2026, A/P Manifest for 13,102.04 dated 1/20/2026. Money Transfer \$500.00 dated 1/9/2026.

Payroll manifests for payroll weeks 12/07/2025 thru 1/03/2026 were also reviewed and signed by the commissioners.

3 - CD investments with TD Bank:

CD #	DATE OPENED	CD - TD BANK TERM & RATE	Original Investment	Rollover Investment	Maturity Date
7822	12/26/25	90 DAY @ 3.04%	\$50,000.00	\$51,372.21	3/26/26
7830	12/24/25	30 DAY @ 3.05%	\$50,000.00	\$51,372.85	1/23/26
7848	12/24/25	60 DAY @ 3.08%	\$50,000.00	\$51,367.75	2/23/26
Overall Interest Earned since 3/27/2025 on Mutured CD's					
			Original Investment	Interest Earned	Current Balance
		Totals	\$150,000.00	\$4,112.81	\$154,112.81

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

Correspondence: None

Legal Correspondence:

- Manchester Manor – Agreement: Superintendent Chris will work with Attorney BJ and Manchester Manor over the next few months to develop a new agreement and establish updated policies moving forward. Nothing New to Report
- Granite Hill and Granite Heights – Agreement: An agreement is already in place for Granite Hills and is considered clear and concise. However, the Granite Heights agreement requires further attention. A document of understanding will be developed to clarify responsibilities for water valves and road maintenance in both Granite Hills and Granite Heights. This document will distinguish between public and private areas and will be recorded as an easement on all affected properties to ensure clarity and consistency in future maintenance. Superintendent Chris will draft a document identifying which valves fall under precinct responsibility, accompanied by a map. This information will be incorporated into the recorded easement. Ongoing, and it maybe a few more months before it's completed. Nothing New to Report

Old Business:

- Proposal for Commissioners Compensation Adjustment – 2026 warrant article
- Superintendent Succession Plan – Previously Tabled
- 47-49 Thames Road – Update. Chris referenced the email previously distributed to the Board regarding the subdivision at 1461 Hooksett Road, to be known as 49 and 51 Thames Road, For the record, the email summarized a conference call held on December 17, 2025, regarding water service for the subdivided lots. The original proposal to extend a private water line from 49 Thames Road to serve 51 Thames Road was determined to be unacceptable following subdivision approval. The applicant and engineer agreed to revise the design to abandon the private line extension and instead install a new live tap from the existing 12-inch water main within the established easement, including a separate 6-inch valve accessible to Central Hooksett Water Precinct.

Revised plans dated December 17, 2025, were submitted reflecting the agreed-upon changes. Chris stated that, in his opinion, the amended design addresses CHWP requirements by providing separate water services to each lot with accessible valving within the existing easement.

- 2026 Operating New Water Restrictions for 2026 – This will be removed from old business once the letter has been sent to the precinct customers informing them of the new policy.
- 2026 Budget: Approved by Commissioners. Budget Committee Presentation Thursday January 22, 2026 at 6:30 PM Hooksett Town Hall.
 - Karen stated that while she approved the budget, she has questions regarding the proposed hiring of a third employee, noting that the precinct currently appears to require only one operator and a Superintendent. Chris responded that inclusion of funding in the budget does not constitute a commitment to hire an additional employee this year. He explained that the purpose of including the funding was to allow flexibility should a qualified candidate become available. Chris noted that the intent would be to identify an individual with appropriate operational experience or the ability to develop such skills, supporting long-term succession planning for the superintendent position. Chris further stated that if a suitable candidate is not identified, the position would remain unfilled, and the funds would remain in the budget until the appropriate candidate is found.
- Karen inquired about the Senior Discount Form. Chris will distribute a new form to customers who receive the discount. To maintain eligibility, customers must complete and return the form. The discount will only apply to water consumption, not the meter charge.

New Business:

- 2026 General Liability/Workers Comp Renewal. February 1 is policy renewal. The policy decreased \$398.00 for the same exact coverage. The decrease was attributed to no claims and good driving records. Linda inquired about vehicle inspections, as the state no longer mandates them. Chris assured that he will continue to have the vehicles inspected. Karen mentioned that there is a Fleet Safety policy that we will review at some point, and we can incorporate yearly vehicle inspections into it.
- 1373 Hooksett Road – Proposal The plans were submitted to us for our review. This is the standard procedure, where any comments from utilities are addressed through the engineer. Once we have reviewed the plans, they will be presented to the technical review committee with the town. This is the final step before they are submitted to the planning board, with the intention that the planning board receives as complete a plan as possible. The proposal involves constructing a 10-bay building in the vacant lot. For the water they will connect to Hunt Street with a 6-inch which will be for fire, and a 2-inch connection will be tapped off for the domestic supply. One meter for the building.
- Policy Reviews – Recovery Policy (2011) Karen will send out a re-write with the meeting minutes for the commissioners to review. It will then go to our departments IT person for review.

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

- 1285 Hooksett Rd, the old Rite Aid building. Chris reported that Town Fair Tire is proposing to locate at the site. Dana Pendergast contacted Chris regarding the project, and the plans were subsequently dropped off for review. Chris stated that he had several questions and concerns, which were addressed by the property owner. He further noted that the change of use is being processed administratively by the Town. Chris confirmed that Central Hooksett Water Precinct's questions and concerns have been addressed.
- 108 Whitehall Road, CHWP will have to abandon the old water line at the main.

Motion by Jarrod Williams 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 Linda Bonney and seconded by Karen Nadeau all in favor.

With no other business to be conducted, a motion was made by Linda Bonney to adjourn and seconded by Jarrod Williams at 7:28 PM; all in favor.

The next meeting will be held on February 17, 2026, at 6:00 PM.

Respectfully submitted

Karen A. Nadeau
Precinct Clerk




Central Hooksett Water Precinct Board of Water Commissioners Payables Manifest


January 20, 2025

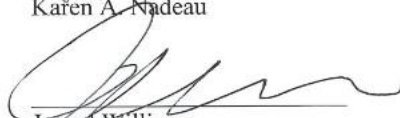
The Attached invoices listed with printed checks numbered 23146-23165 in the total amount of \$13,102.04 was reviewed and approved by the Board of Commissioners on January 20, 2026.


Richard Bairam

Ray Bonney


Joan McDonald


Karen A. Nadeau


Jarrod Williams


Linda Bonney - Treasurer

10 Water Works Drive • PO Box 16322 • Hooksett, NH 03106 • Phone: 603-624-0608 • Fax: 603-624-0814
Email: info@centralhooksettwater.org



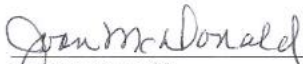
Central Hooksett Water Precinct Board of Water Commissioners Payables Manifest

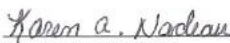
December 30, 2025

The Attached invoices listed with printed checks numbered 23135-23144 in the total amount of \$44,216.91 was reviewed and approved by the Board of Commissioners on January 20, 2026.


Richard Bairam

Ray Bonney

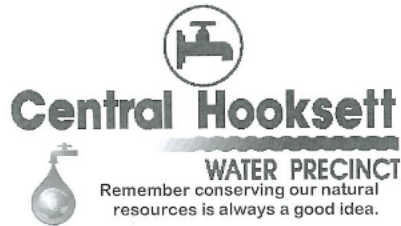

Joan McDonald


Karen A. Nadeau


Jarrod Williams


Linda Bonney - Treasurer

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Central Hooksett Water Precinct Board of Water Commissioners Payables Manifest

January 1, 2026

The Attached invoices listed with printed checks numbered 23145 in the total amount of \$25,000.00 was reviewed and approved by the Board of Commissioners on January 20, 2026.

Richard Bairam

Ray Bonney

Joan McDonald

Karen A. Nadeau

Jarrod Williams

Linda Bonney - Treasurer

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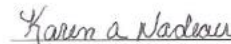
December 15, 2025

The Attached invoices listed with printed checks numbered 23120-23134 in the total amount of \$5,331.57 was reviewed and approved by the Board of Commissioners on December 16, 2025.

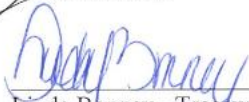

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