

Minutes of the November 18, 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 - Treasure, Ray Bonney, Joan McDonald, Karen Nadeau - Clerk, Chris Culberson - Superintendent, Jarrod Williams.

Excused: Attorney BJ Branch

Motion by Joan McDonald and seconded by Ray Bonney to approve the meeting minutes of October 21, 2025, as presented; all in favor, with Jarrod Williams abstaining since he was present as a precinct customer and not a commissioner at the October meeting; Motion passed.

Public Comment: None

Treasurer Reports: October 1- 31, 2025

Business checking account:	\$850,111.37. (October Int. earned \$896.29)
Business Credit Card account	\$201.70 (October Int. earned \$1.01)
310 Londonderry Escrow 5/28/2025	\$10,041.60 (October Int. earned \$7.64)
Past Due Accounts 10/31/2025	\$16,728.30 (61 Accounts)
Open Balance Report 10/31/2025	\$180,175.14 (1,139 Accounts)
2 nd Round Irrigation Meter Reading Usage	8,226,047.00 (Gallons)
2 nd Round Irrigation Water Net Billing	\$45,593.47 (199 Bills)
October Adjustments 10/31/2025	\$333,974.06

A/P manifests were reviewed and approved by the commissioners for \$63,676.63 dated 11/04/2025, A/P Manifest for \$6,332.44 dated 11/17/2025. Money Transfer \$1,000.00 dated 11/18/2025.

Payroll manifests for payroll weeks 10/05/2025 thru 11/01/2025 were also reviewed and signed by the commissioners. NHRS Correction dated 8/06/2025 thru 8/27/2025 (\$101.74).

3 - CD investments with TD Bank:

CD #	DATE OPENED	CD - TD BANK TERM & RATE	Original Investment	Rollover Investment	Maturity Date
7822	10/27/25	30 DAY @ 3.33%	\$50,000.00	\$51,094.14	11/26/25
7830	8/26/25	90 DAY @ 3.60%	\$50,000.00	\$50,782.48	11/24/25
7848	9/25/25	60 DAY @ 3.47%	\$50,000.00	\$50,938.53	11/24/25
Overall Interest Earned since 3/27/2025 on Mutured CD's					
			Original Investment	Interest Earned	Current Balance
		Totals	\$150,000.00	\$2,815.15	\$152,815.15

Motion by Ray Bonney 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.
- 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 maybe a few more months before it's completed.

Old Business:

- Investment Policy – BJ completed his review of the policy for the legal aspects and applicable RSAs. The policy was presented at meeting for the commissioners' signatures.
Motion by Jarrod Williams and seconded by Ray Bonney to accept the Investment Policy as presented; all in favor.
- Karen Nadeau had two update requests.
 - Senior Citizen Discount Policy: The new policy signed by the Commissioners states that, to qualify for the discount, an individual must be both the owner and occupant of the property. However, the application form currently on the website states that a renter may apply for the discount. Chris will have the outdated form removed from the website. He will also send a copy of the new policy to all seniors currently receiving the discount to inform them of the updated terms.

- New Water Restrictions for 2026 – Karen’s suggestion was made to prohibit the washing of cars on restricted days. The Board did not agree with this suggestion, and it will not be included. A second suggestion was to add language addressing drought conditions, stating that the Superintendent has the authority to implement a ban that would supersede this watering policy. Chris will update the Water Restriction Policy to include this drought-related ban authority.
- Proposal for Commissioners Compensation Adjustment – 2026 warrant article
- Superintendent Succession Plan – Previously Tabled
- New Billing Format for customers - For 2026 first quarter bills, Chris will include a note informing customers that the billing will be transitioning to a new postcard format. This will be removed from old business.
- 47-49 Thames Road – Subdivision: 47 Thames Road: On August 18, 2025, the developer of 47 Thames Road appeared before the Planning Board to request approval to subdivide the property into two parcels. No notification was provided to CHWP regarding the proposed subdivision. The Planning Board approved the subdivision without imposing any conditions during the meeting. The initial application for the property was for a single lot (#47) with water service and continuation of a private line to the 16-unit apartment building, effectively a single parcel with two buildings. The proposed water connection was to the existing 6-inch water main located on the same parcel at 47 Thames Road. With the subdivision now creating a second parcel, the original approval for water connection is no longer valid, as the new parcel does not front a CHWP main. The private main of Granite Hill is located on the opposite side of the road. Chris contacted the Town Planner to advise that the second parcel lacks frontage on a main water line, has no access to the easement, and its only frontage is on Thames Road. The Town Planner responded that all Planning Board approvals are conditional upon meeting the requirements outlined in his email, although no such conditions were noted during the planning board meeting. Chris will write to the Town Planner requesting the subdivision approval, to the developer stating that the initial easement approval is null and void, and to the Planning Board requesting revocation of the subdivision on the basis that the new lot does not have access to utilities. Nothing new to report at this time.
- 2026 Operating Budget: Chris has completed the 2026 operating budget and presented it to the commissioners. The overall budget is up roughly 9.1% compared to last year. Chris also provided a summary of the budget items with the largest changes. Some of those items are:

Revenue:

 1. Water Rents - 3% increase in water sold to our customers based on the 3% increase charged from MWW. The 3% increase will include water sales and fixed meter charge.
 2. Irrigation Water Usage - 3% increase in water sales and fixed meter charge.

Expenses:

10 Water Works Drive • PO Box 16322 • Hooksett, NH 03106 • Phone: 603-624-0608 • Fax: 603-624-

0814

Email: info@centralhooksettwater.org

1. Addition of a distribution employee: \$50,000 was added for this position, based on six months of employment.
2. Succession planning for Tam's retirement: \$25,000 was added for an additional employee to begin training under Tam prior to her retirement toward the end of 2026. This amount reflects six months of employment for training and transition purposes.
3. Health and Dental: A 6.1% increase over 2025 was included, along with additional funding to cover health and dental benefits if the two new employees are full-time. Karen requested that next year Chris obtain at least three quotes from a broker or other insurance agencies to explore options for lowering the premium.

New Business:

- 18 Legends Drive – Marmon Aerospace: They are proposing a 356,000-square-foot addition to the building. An 8-inch water main was installed during Phase 1, and they are proposing to extend this main to the west and south sides of the building to provide fire service and fire hydrants. In addition, a 2-inch domestic water service with a shut-off valve is proposed at the front of the building. The impact on water demand is expected to be minimal, as this is a manufacturing company.

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

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

Housekeeping Rule, Indemnity Rule and Policy Approval – Motion made by Ray Bonney to seconded by Joan McDonald; all in favor.

With no other business to be conducted, a motion was made by Ray Bonney to adjourn and seconded by Karen Nadeau at 7:45 PM; all in favor.

The next meeting will be held on December 16, 2025, at 6:00 PM.

Respectfully submitted

Karen A. Nadeau

Karen A. Nadeau
Precinct Clerk



Central Hooksett Water Precinct Board of Water Commissioners Payables Manifest

November 4, 2025

The Attached invoices listed with printed checks numbered 23085-23099 in the total amount of \$63,676.63 was reviewed and approved by the Board of Commissioners on November 18, 2025.


Richard Bairam


Ray Bonney


Joan McDonald

Mark Bourque


Karen A. Nadeau


Linda Bonney - Treasurer

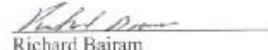
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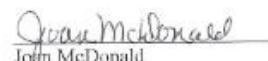
Central Hooksett Water Precinct Board of Water Commissioners Payables Manifest

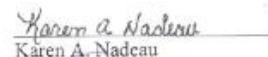
November 17, 2025

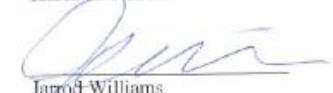
The Attached invoices listed with printed checks numbered 23100-23107 in the total amount of \$6,332.44 was reviewed and approved by the Board of Commissioners on November 18, 2025.


Richard Bairam


Ray Bonney


John McDonald


Karen A. Nadeau


Jarrod Williams


Linda Bonney - Treasurer

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