



Minutes of the November 19, 2024 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, Chris Culberson – Superintendent, Denise Cumings - Compliance/Bookkeeper, Attorney BJ Branch.

Excused: None

Motion by Mark Bourque and seconded Ray Bonney to approve the meeting minutes of October 15, 2024 as presented, all in favor. Motion passed.

Treasurer Reports:

Business checking account	\$983,412.04
Business Debit Card account	\$414.92
Past Due Accounts	\$55,536.65 (215 Accounts)
Open Balance Report	\$60,341.20 (243 Accounts)
2nd Round Irrigation Meter Reading Usage	6,158,690 (Gallons)
2nd Round Irrigation Water Net Billing	\$33,667.47 (172 Bills)
Late Fees Applied 11/14/2024	\$4,795.00 (137 Accounts)

A/P manifests were reviewed and approved by the commissioners for the amount of \$65,955.61 dated 11/04/2024, A/P Manifest for \$2826.47 dated 11/19/2024.

Payroll manifests for payroll weeks 10/06/2024 thru 11/09/2024 were also reviewed and signed by the commissioners.

Profit and loss statement: January through October. There was an atypical increase in Source and Capital Development from applications, which we do not expect to see every year. We are currently below budget and continue to manage our spending effectively.

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

Correspondence: None

Legal Correspondence: Bookkeeping assistance for the Hooksett Village Water Precinct (HVWP): Due to the unavailability of their contracted bookkeeper, CHWP has offered our bookkeeper, Denise Cumings, to assist them in the short term for 8 hours a week, on Mondays until the end of the year. Denise will continue to be paid by CHWP, and at the end of the month we will invoice HVWP for Denise's time. The Superintendent has established a fair and equitable reimbursement rate for Denise's time, reflecting our commitment to collaborative efforts within the town.

Old Business:

- Lead and Copper changes for 2023: The Lead Service Line Inventory has been reviewed, and the State has accepted the final validation as a formal submission, meeting the October 16, 2024 deadline. From the complete inventory of all our service lines, we only had to notify one location within our system, as required by the new federal law, which has a galvanized service line on the private side that needs replacement. This location is at 1359 Hooksett Road. The required letter and notification have been sent to the property owner. The Superintendent has contacted the property manager directly regarding the notification and to explain the necessary steps. Certification of all notifications has been completed and submitted to NHDES as required.
- Oak Hill Tank Assessment Cleaning and inspection – Wright Pierce Proposal: We expect to have an update on this report by the beginning of the year.
- Superintendent's Succession Plan: An outline of the plan was included in the August monthly package. Ongoing: No further updates at this time.

10 Water Works Drive • PO Box 16322 • Hooksett, NH 03106 • Phone: 603-624-0608 • Fax: 603-624-0814

Email: info@centralhooksettwater.org

- 0 Thames Road – 55 plus proposed development: The proposed developer needs to appear before the zoning board to obtain a variance, as 55-and-older communities require 200 feet of public access, while the current proposal only includes private access off Granite Hill. There are several steps and approvals the developer must fulfill before water access can be discussed.
- Cardinal Landing – 65 Farmer Road – 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 contacted the Superintendent regarding a feasibility study to expand the CHWP distribution system, which was completed by Wright Pierce in September 2021. The Superintendent has agreed to provide this report to the developer.
- 2024 MWW Rate Increase 3% Rate Increase: This information has been included on the water bill to inform customers of the upcoming rate increase.
- 2025 Operating Budget: The Superintendent is currently working on the budget and has it 98% completed. The Superintendent reviewed the anticipated revenue and expenses year-to-date. The overall budget is up 2.3% compared to last year; this may fluctuate slightly before the end of the year. Pay raises were discussed as part of the new budget. Final approval on the budget will occur during the December board meeting.
- Motion by Ray Bonney to approve the 6% pay increases, seconded by Mark Bourque; all in favor.

New Business:

- 2025 Commissioners Schedule – reviewed and approved
 - 2025 Holiday Schedule – reviewed and approved
 - Bookkeeping assistance to the Hooksett Village Water Precinct – see comments
- Legal Correspondence.

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

310 Londonderry Turnpike: CHWP, NHDOT, and the property owners met on-site October 24, 2024 to discuss the requirements for connecting to the existing

AC water main in order to increase the size of the water service line following a recently approved waiver. The water main is located in the State of NH Right of Way on Londonderry Turnpike. Connecting a larger service line will require disturbing the pavement and extensive, costly restoration, as Londonderry Turnpike is under a 5-year state moratorium following its summer 2024 paving. All parties agreed that accessing the water main is not possible without impacting the new pavement during this moratorium. As an option for the owner to proceed with the most recent approved waiver request for the apartment and pursue occupancy, CHWP will consider the following option, and that all requirements are met. Increasing the existing service line from ¾" copper to either one 1 ½" line or two separate 1" lines with individual shut-offs. Metering options include using one meter for a commercial rate or separate meters for residential and commercial rates. CHWP prefers one meter with a commercial rate due to mixed-use occupancy. The water has been shut off, the ¾" meter removed; excavation began on November 14th to replace the ¾" stop to end with a 1 ½" CTS plastic pipe. Next step the property owner needs to submit an application for service.

Motion by Mark Bourque 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 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 Ray Bonney at 7:34pm; all in favor.

Next meeting is scheduled for December 17, 2024 - 6:00 P.M.

Respectfully Submitted

Karen a Nadeau

Karen Nadeau, Precinct Clerk