

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

Meeting was called to order at 6:01 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, Attorney BJ Branch, Jarrod Williams – Precinct Customer

Excused: None

Motion by Joan McDonald and seconded by Karen Nadeau to approve the meeting minutes of September 16, 2025, as amended; all in favor, with Ray Bonney abstaining since he was not present at the September meeting; Motion passed. Correction: Denise Cumings – Compliance/Bookkeeper was listed as present when she did not attend the meeting.

Treasurer Reports: September 1- 30, 2025

Business checking account:	\$784,743.62 (September Int. earned \$957.92)
Business Credit Card account	\$1,524.63 (September Int. earned \$0.68)
310 Londonderry Escrow 5/28/25	\$10,033.96 (September Int. earned \$7.91)
Past Due Accounts	\$22,819.99 (97 Accounts)
Open Balance Report	\$23,270.14 (100 Accounts)
September Adjustments	\$12,185.33

A/P manifests were reviewed and approved by the commissioners for \$2,075.00 dated 9/15/2025, A/P Manifest for \$57,892.60 dated 10/02/2025 and A/P Manifest for \$7902.77 dated 10/20/2025. Money Transfer \$1,500.00 dated 9/24/2025.

Payroll manifests for payroll weeks 9/07/2025 thru 10/04/2025 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	7/28/25	90 DAY @ 3.73%	\$50,000.00	\$50,621.87	10/27/25
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	\$2,342.88	\$152,342.88

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 has completed his review of the policy for the legal aspects and applicable RSAs. The policy will be presented at next month's meeting for the commissioners' signatures.
- Fraud Policy – The recommended changes and edits from the Commissioners were incorporated into the policy, which was presented for signatures.
- Senior Citizen Discount Policy. The policy was written by Chris, and the recommended changes and edits from the Commissioners were incorporated into the policy, which was presented for signatures. Chris will send a copy of the new policy to all Seniors currently receiving the discount to inform them of the updated terms.
- Proposal for Commissioners Compensation Adjustment – 2026 warrant article

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- 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.
- 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. No updates at this time.

New Business:

- 2026 Budget Highlights
 - Health Insurance increase 6.4% increase over 2025
 - Dental Insurance increase 4.4% increase over 2025
- Additional Distribution Employee – As requested by the Commissioners, Chris will include funds in the budget under labor to hire an employee for this role, starting in May and continuing through the end of the year. Secondly, the Office Administrator has informed Chris that she will be retiring in 2026. Since this position requires extensive knowledge of the billing system, Chris has contacted the temp agency where Tam was hired from to request recommendations for a candidate who can train for six months prior to Tam's retirement. At that time, the temporary employee would transition into a permanent position. Funds for this additional position will also be added to the budget for 2026.
- 3% rate increase to customers based upon MWW 3% annual increase to CHWP. This information will be included on the water bill to inform customers of the upcoming rate increase. The rate increase to our customers is on water consumption only not on the meter rent fee.

- New Water Restriction for 2026 – Beginning in 2026, new water restrictions will follow an odd/even day schedule. Properties with odd-numbered addresses may water on odd days, and even-numbered addresses on even days. There will no longer be monthly restrictions; the schedule will apply year-round. Exceptions will be made for gardens and flower beds. A copy of the new water restrictions was provided to the Commissioners for review.

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

Motion by Ray Bonney 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 Ray Bonney to seconded by Joan McDonald; all in favor.

A motion was made by Ray Bonney to accept Mark Bourque's resignation, and accept Jarrod Williams to for full Marks position until the annual March meeting 2026, seconded by Karen Nadeau; 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 7:01 PM; all in favor.

The next meeting will be held on November 18, 2025, at 6:00 PM.

Respectfully submitted

Karen A. Nadeau

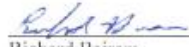
Karen A. Nadeau
Precinct Clerk



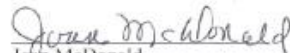
Central Hooksett Water Precinct Board of Water Commissioners Payables Manifest

September 15, 2025

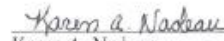
The Attached invoices listed with printed checks numbered 23048-23056 in the total amount of \$2,075.00 was reviewed and approved by the Board of Commissioners on September 16, 2025.


Richard Bairam


Ray Bonney


John McDonald

Mark Bourque


Karen A. Nadeau


Linda Bonney - Treasurer

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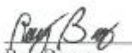


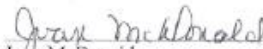
Central Hooksett Water Precinct Board of Water Commissioners Payables Manifest

October 2, 2025

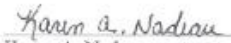
The Attached invoices listed with printed checks numbered 23057-23068 in the total amount of \$57,892.60 was reviewed and approved by the Board of Commissioners on October 21, 2025.

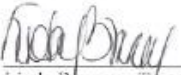

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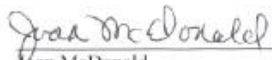
Central Hooksett Water Precinct Board of Water Commissioners Payables Manifest

October 20, 2025

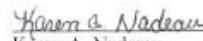
The Attached invoices listed with printed checks numbered 23069-23084 in the total amount of \$7,902.77 was reviewed and approved by the Board of Commissioners on November 18, 2025.


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