



Minutes of the May 21, 2024 monthly meeting of the commissioners of the CHWP.

Meeting was called to order at 6:30 by chair Richard Baira

Roll Call conducted by Chair Richard "Turk" Bairam

Present: Richard Bairam, Ray Bonney, Joan McDonald, Mark Bourque, Karen Nadeau - Clerk, Linda Bonney-Treasurer, Chris Culberson – Superintendent, Denise Cumings - Compliance/Bookkeeper, Attorney BJ Branch

Motion by Ray Bonney and seconded by Joan McDonald to approve the meeting minutes of the April 16, 2024 meeting, all in favor, motion passed.

Treasurer Reports:

Business checking account	\$701,632.07
Business Debit Card account	\$310.32
Past Due Accounts	\$37,271.82 (181 accounts)
Open Balance Report	\$32,034.94 (355 accounts)
Late Fees Applied 5/13/2024	\$5,390.00 (154 accounts)

A/P manifests were reviewed and approved by the commissioners for the amount of \$35,682.92 dated 5/6/2024, and A/P Manifest for \$49,977.39 dated 5/21/2024.

Payroll manifests for payroll weeks 4/14/2024 thru 5/11/2024 were also reviewed and signed by the commissioners.

Customer at 2 Lennox Street requested that the late fee of 35.00 be waived for the current billing cycle. Much discussion was had by the board on this matter. Customer has signed up for ACH payments for the future to ensure that payment is made on time. Motion was made and passed with a vote of 4-1 to waive the late penalty under the condition that payments are made on time thru ACH and if insufficient funds occur at the time of future payments the processing fee along with this waived late penalty will be reinstated.

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

Correspondence - None

Legal Correspondence (Business) - None

**Old Business:**

- Lead and Copper changes for 2023 and Grant – amendment #1 Time Extension. About 98% complete.
- Campbell Hill Pump Station – 14 Lindsay Road – Shrub Maintenance - Complete. The bushes were pruned, and 2 yards of bark mulch were installed. The vents for the vault were painted brown. The homeowner was extremely happy and thankful for the work that was done.
- 2023 Audit–Completed 3/22/2024 – Final. Moving forward, we will list Richard 'Turk' Bairam as chair and Linda Bonney as treasurer based on the auditors' recommendations to include a CEO and CFO. Both will sign the representation letter, which is due back to the auditors on May 22, 2024.
- Oak Hill Tank Assessment Cleaning and inspection scheduled for July 2024
- KMS Actuaries Proposal – Finds from Audit. Follow up for next meeting.
- North East Record Retentions Proposal – Document Shredding. Moving forward, we will conduct an annual shred based on the new records retention policy.

**New Business:**

- Sanitary Survey. We are required by law, NHDES, to conduct a sanitation survey by the DES every three years. A sanitation survey verifies to the state that we are providing safe drinking water.
- 2024 Kiwanis Golf Tournament. A motion was made by Ray Bonney to sponsor a team and a hole for the 2024 Kiwanis Golf Tournament and seconded by Joan McDonald. All in favor, motion passed. The cost is \$750.00 includes the sponsorship of one hole and a team of four golfers.
- Record Retention Policy Michael Heidorn, Superintendent of Hooksett Village Water Precinct (HVWP), reached out for our precinct's records retention policy, as he is required to have one to comply with the federal funds their precinct borrowed. The records retention policy was shared with HVWP. A discussion was had regarding whether a fee should be charged for this document, given the cost associated with its creation. It was suggested that we provide this document as a goodwill gesture, with no charge.
- Josh was stopped at Berry Hill by a new board member and asked for CHWP contact information. All correspondence will go through Chris. There is a maintenance bond with this property that has been reduced but not fully released. Typically, a maintenance bond runs for two years or can have varying time periods but is only active for the stated period. Chris and BJ will review the bond to see if they follow the two-year schedule. BJ stated that we need an authorized member of the HOA board to communicate with. For example, they had a sales office that was a display. They were planning to build a clubhouse, but now they are not going through with it. Therefore, the service line will need to be capped off and close at the main.

**Superintendents Report** – Oak Hill Tank. A question was asked about having Wright-Pierce complete an assessment and make a recommendation on whether to continue using the Oak Hill Tank or to make an interconnection with Manchester Water Works. The tank will still be cleaned as scheduled.

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 and seconded by Ray Bonney to adjourn at 7:44pm. All in favor.

Next meeting is scheduled for June 18, 2024 at 6:30 P.M.

Respectfully Submitted

*Karen a Nadeau*

Karen Nadeau, Precinct Clerk