

Minutes of the November 15, 2022 monthly meeting of the commissioners of the CHWP.

Present: Richard Bairam, Ray Bonney, Joan McDonald, Linda Bonney, Brett Rowley, Attorney BJ Branch
Chris Culberson – Superintendent: Roll Call conducted by Chair Richard “Turk” Bairam

Not Present

Betty St Germain – Bookkeeper
Carol Hardy – Clerk
Mark Bourque

Meeting was called to order at 6:30 by chair Richard Bairam and roll call completed.

Motion by Ray Bonney and seconded by Joan McDonald to accept the meeting minutes of October 18, 2022 as presented, all in favor and passed. Carol was not present to sign the approved minutes but will be posted as approved

Treasurer Reports

Business checking account	\$849,156.82
Debit Card account	\$407.67
Past Due Accounts	\$45,377.63
Open Balance	\$54,213.85

Late penalties for the October bills that have not been paid by the due date in November shall be applied on 11/16/2022.

A/P manifests were reviewed and approved by the commissioners for the amount of \$57,325.79 dated 11/3/2022 and \$4124.63 dated 11/15/2022.

Payroll Manifest: the following payroll periods were reviewed and signed by the commissioners.

10/02/2022 thru 10/08/2022	\$3,394.32	CHWP Staff
10/09/2022 thru 10/15/2022	\$3,311.03	CHWP Staff
10/16/2022 thru 10/22/2022	\$3,311.04	CHWP Staff
09/01/2022 thru 10/31/2022	\$184.70	CHWP Treasurer
10/23/2022 thru 10/29/2022	\$3,311.15	CHWP Staff

10/30/2022 thru 11/05/2022

\$3,406.21

CHWP Staff

Motion was made by Ray Bonney and seconded by Joan Brett Rowley to accept the treasurers report with all in favor.

Correspondence

Chair Richard Bairam signed the 2023 medical and dental agreement with Health Trust. There was a 5.2% increase on the medical insurance and 1.5% increase on the dental insurance from 2022 rates.

Legal Correspondence:

Attorney BJ Branch – Nothing to report at this time with no issues.

Old Business:

- Marmon Aerospace – Water main installation is complete and has passed the hydrostatic test and bacteria test and placed in service with the private hydrant active. The service line to the former pro shop has been disconnected from the easement and connected to the new water main.
- Manchester Water Works Rate increase – Nothing to at this time.
- 3 Dartmouth Street – Nothing new to report
- 1461 Hooksett Road – Nothing new to report
- Leak detection has been completed for the entire system from the 100% funded grant from NHDES that the CHWP was selected. 5 leaks on fire hydrants were identified and have been fix or corrected by the CHWP staff

New Business:

- Superintendent, Chris Culberson presented the proposed 2023 operating budget to the commissioners for review and went over the budget line item by line item. As presented, there is a slight increase from last years budget request of \$29,106.21. The December meeting has been moved from December 13 to December 6 in order to finalize the review and approve so that CHWP may present the budget information in ample time for the budget committee to review prior to the scheduled January meeting.
- Chris Culberson presented to the commissioners a spread sheet created in order to track irrigation usage on a yearly basis. This will assist in determining how irrigation impacts our average daily demand of the distribution system in order to staff in compliance with our wholesale water agreement with Manchester Water Works. It was noted that irrigation usage can impact the average daily demand during the existing water restrictions in place since everyone is watering at once. Recommendation by Chris Culberson to revisit the existing water restriction policy and recommends moving to an odd/even water restriction policy to help spread the demand out over several days of the week.

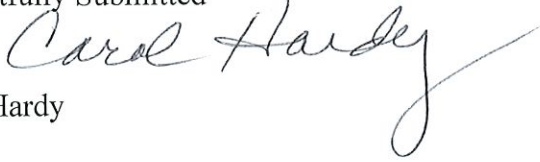
Superintendents Report – attached - Motion by Ray Bonney to accept the superintendents report as is and seconded by Joan McDonald. All in favor and accepted as presented.

Housekeeping Rule, Indemnity Rule and Policy Approval – Motion made by Ray Bonney and seconded by Brett Rowley, all in favor and passed.

With no other business present a motion was made by Ray Bonney with a second by Brett Rowley to adjourn at 8:02 pm. All in favor.

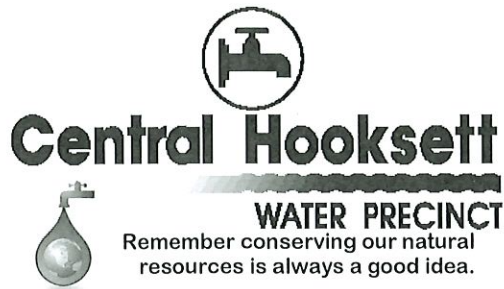
Next Meeting is scheduled for December 6, 2022 at 6:30 pm.

Respectfully Submitted

A handwritten signature in cursive script that reads "Carol Hardy". The signature is written in black ink and is positioned to the right of the typed name.

Carol Hardy
Clerk

These minutes were prepared by Chris Culberson in draft form and presented to Carol Hardy for review.



Superintendents Report for November 15th, 2022 Meeting

1. TC samples were taken on 11/1/2022 with all November samples being TC-. 4th Quarter DBP (disinfection byproducts) samples were taken with results submitted to NHDES.
2. Berry Hill Estates Update – Construction is still on going with 1 new meter set completed at 6 Magnolia Lane.
3. Season’s Market - 1311 and 1313 Hooksett Road – the installation of an 8” insertion valve as been completed at the property line of this project. Coordination was done with Nashoba Construction and CHWP for the installation of this new valve. Water is now off to the site so that yard piping can be reworked and addressing the 8” existing tapping valve within Hooksett Road shall be done in the spring of 2023 – *Nothing new to report for the November meeting.*
4. Marmon Aerospace – 18 Legends Drive – The water main has passed both the hydrostatic test and bacteria test has come back TC-. The main was placed in service on Wednesday November 9th and the private hydrant is now active. Sadco will be disconnecting the old water service from the private main at the shopping center to the new main by the end of the week. This will eliminate the existing easement and CHWP will abandon the service in 2023.
5. Second-round back flow testing for 2022 is ongoing and we are currently 90% complete. The intention is to complete remaining 10% by the first week of December.
6. The water quality from Manchester Water Works is still an ongoing issue with fluctuations in chlorine residuals at the interconnects with a recent decline in the PH levels throughout our system and at the interconnections. I met with Manchester Water Works on Thursday November 10th and discussed the actions they are taking to resolve their issue. They are aware of our concerns and are in agreement that we will continue to work together to improve this issue. we are currently and will continue to take weekly water samples at the 2 interconnects in order to trend water quality as it enters our system.
7. Irrigation meter conversions are starting to step up with the end of the season approaching. We currently have 56 conversions completed to date.
8. Powerup was onsite this month to conduct major p.m.’s for all our generators. No major deficiencies were identified.

9. American Leak Detection has been onsite conducting leak detection of our system per the grant that was applied for in 2021. Their team spent 5 days on our system and finished up on Monday October 17th. There was a total of 5 leaks detected on 5 different fire hydrants within our system with no other significant leaks found. All leak reports have been reviewed and the 5 leaks identified at fire hydrant locations have been repaired and documented. This process is complete.
10. I have created a spreadsheet to track our annual irrigation demand and how it impacts our system and our contracted agreement with Manchester Water Works. This is a simple spreadsheet and will discuss in further detail at our November meeting.

Respectfully Submitted,
Christopher R Culberson
Superintendent