



Minutes of the November 21, 2023 monthly meeting of the commissioners of the CHWP.

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

Roll Call conducted by Chair Richard “Turk” Bairam

Not Present

Carol Hardy – Clerk

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

Motion by Ray Bonney and seconded by Mark Bourque to approve the meeting minutes of October 17 2023, all in favor, motion passed.

Treasurer Reports:

Business checking account	\$1,013,815.01
Business Debit Card account	\$312.36
Past Due Accounts	\$41,549.91
Open Balance Report	\$77,163.13
Late Penalties applied 11/20/23	\$4,815.00

A/P manifests were reviewed and approved by the commissioners for the amount of \$46,770.15 dated 10/30/2023 and A/P Manifest for \$19,385.14 dated 11/21/2023.

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

Correspondence

None

Legal Correspondence:

Additional Contract Purchase of Water from MWW – with the advisement of Attorney Branch, a motion was made by Ray Bonney to purchase additional flow from MWW at a cost of \$225,00.00 with moneys to come from the Source Development Trust Fund and unspent money for fiscal year 2023 for item 1164 Water Purchase. There was a second by Joan McDonald with all in favor. Mark Bourque abstained from the vote since he is an employee of the Manchester Water Works.

Attorney Branch is working with Chris Culberson and Mike Heidorn with updated information provided to finally delineate the CHWP water boundaries.

Motion was made by Ray Bonney to revise the Treasures delegation of Duties policy to add "in person or by digital scanning of checks for daily deposits". Motion was seconded by Mark Bourque with all in favor. The updated policy is attached as part of the meeting minutes.

Old Business:

- Lead and Copper Grant – Josh is working with Wright Pierce to compile the required information for material inventory – the grant for this work is \$50,000 and we have expended \$30,524.44 to date and the formal request for disbursement has been sent in to NHDES on 10/12/2023. This is a 100% reimbursement grant. We have received the first refund of \$30,524.44.
- Campbell Hill Pump Station – 14 Lindsay Road – nothing new to report at this time.
- O Thames Road – Nothing new to report
- 270 Londonderry Turnpike – Nothing new to report
- Health Coverage 2024 – The agreement for health and dental insurance was signed this evening by the chair to continue coverage into 2024 with Health Trust. CHWP is seeing a 15.6% increase in medical and 4.7% increase in dental coverage.
- Juneteenth – Motion was made by Mark Bourque to give the employees a Floating Holiday that can be used between June 19th thru December 31st on an annual basis. Motion was seconded by Ray Bonney with all in favor.

New Business:

- 2024 Operating Budget – Superintendent Chris Culberson presented the first draft of the operating budget for 2024 to the commissioners for review. As it currently stands with the information provided it appears that the budget may only increase slightly from 2023 if anything at all. Still awaiting a few final numbers to come in and final review will be in December monthly meeting
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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 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 7:32 pm. All in favor.

Next meeting is scheduled for December 19, 2023 at 6:30 pm.

Respectfully Submitted


Carol Hardy, Precinct Clerk

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