



Minutes of the October 17, 2023 monthly meeting of the commissioners of the CHWP.

**Present:** Richard Bairam, Ray Bonney, Joan McDonald, Mark Bourque, Attorney BJ Branch, Carol Hardy – Clerk, Chris Culberson – Superintendent

Roll Call conducted by Chair Richard “Turk” Bairam

**Not Present**

Betty St Germain – Bookkeeper  
Linda Bonney-Treasurer

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 approve the meeting minutes of August and September 2023, all in favor, motion passed.

**Treasurer Reports:**

Business checking account	\$771,032.63
Business Debit Card account	\$504.85
Past Due Accounts	\$13,992.34
Open Balance Report	\$303,710.14 (includes 3 <sup>rd</sup> quarter billing just mailed out)

A/P manifests were reviewed and approved by the commissioners for the amount of \$61,682.59 dated 9/28/2023 and A/P Manifest for \$5,625.81 dated 10/17/2023.

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

**Correspondence**

CHWP received the agreement from Health Trust for CY2024 with increases in both medical and dental rates. Medical rates will increase 15.6% and dental rates will increase 4.7% for CY2024. Acceptance of the agreement has been tabled to the November meeting and the board has requested more information and possible options to see how it will impact the overall 2024 budget. Employees currently contribute 15% for the cost of insurances while CHWP contributes 85%.

**Legal Correspondence:**

10 Water Works Drive • PO Box 16322 • Hooksett, NH 03106 • Phone: 603-624-0608 • Fax: 603-624-0814  
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Attorney Branch has asked that Chris Culberson speak to Manchester Water on what it will cost to purchase more water in order to increase our contracted maximum daily flows. It was stated that we have moneys in capital reserves specific for this need and the intent is to increase contract maximum daily flows in order to help meet demand and possible reduction of irrigation demand. It was noted the cost of water is only going to increase over time and we need to be proactive in our approach. The board was in full agreement and Chris will have information and cost for the November meeting.

#### **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.
- Compliance Administrator/Bookkeeper – Denise Cumings has accepted the position with her first day of employment with CHWP being October 9, 2023. The board is pleased to have Denise aboard and will be present at the November meeting.
- 2022 Audit – the annual audit is complete and governmental letter to be signed this evening and hard bound copies will be forthcoming.
- Campbell Hill Pump Station – 14 Lindsay Road – nothing new to report at this time.
- O Thames Road – Wright Pierce provided a cost of \$7000.00 for an evaluation of the request for water for this location which has been sent to the owner. We are currently awaiting the owner's response to see if they will move forward with this evaluation and the owner is responsible for the full cost.
- 270 Londonderry Turnpike – This project is going to planning board for review and approval. CHWP has reviewed the plans and provided comments as part of the review.

#### **New Business:**

- Juneteenth – Richard (Turk) Bairam stated the recently the Sewer Commission approved Juneteenth and a paid holiday for their employees and asked the board if CHWP should include this day as a paid holiday as well. It was mentioned that the Town of Hooksett adopted this holiday in 2023 for their employees. Upon much discussion it was decided to table this item until the November meeting in which it will be discussed further.

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 7:30 pm. All in favor.

Next meeting is scheduled for November 21<sup>st</sup>, 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.



### Superintendents Report for October 17, 2023 Meeting

1. Monthly required TC samples were taken on 10/2/2023 with all results TC-. The average Free Chlorine within the distribution system at the time of TC collection was .38 ppm. 3<sup>rd</sup> Quarter disinfection byproducts were also taken on 7/11/2023 and the 3<sup>rd</sup> Quarter Disinfection Byproducts Reports were submitted to NHDES. The 20 Tri annual lead and copper samples were collected with lab results sent to the NHDES. Individual results have been sent to the customers at the sample locations and certification form has been submitted to NHDES. All 20 samples were in compliance with the current LCR (lead and copper rule) requirements. MWW converted back to monochloramine disinfection on 10/2/2023.
2. Berry Hill Estates Update – All water meters have been set with service to all locations active. This project should be coming to a close and we will need to perform a final inspection in order to verify operations of all gate valves within this project. **Nothing new to report this month.**
3. 2023 Cross Connection – First round for 2023 has been completed and we will be starting 2<sup>nd</sup> round testing of RPZ's along with all PVB's (Pressure Vacuum Breakers) is ongoing thru the rest of 2023.
4. 7 Martins Ferry Road – no further work has been completed on the water service installation at this time.
5. Wright Pierce has started on the work for the lead and copper inventory per the grant agreement. We have provided all service location information from our data base as a starting point and Josh is working with the team to fill in any blanks and questions that arise thru the process. This work is being coordinated thru our existing GIS attributes with the attributes being expanded and place on the actual service line rather than the Tax Map and Lot as it currently is. This will be a positive in many ways since the information moving forward will be an attribute of our distribution system and not of the lot. **Nothing new to report on this item since it is ongoing with Josh continuing to work with Wright Pierce.**
6. The 12 x 6 water tie in for Ridgeback Storage at 1461 Hooksett Road has been completed and the water service and fire hydrant have been installed. A hydrostatic pressure test was completed on 9/12/2023 and passed, line was flushed and a bacteria sample was taken. Currently awaiting results. All fees for this location have been paid. **At this time still awaiting the results of the bacteria test before water main can be put in service.**
7. Water services for 10, 12 and 14 Hunt Street have been installed by the contractor to the curb stop at the property line. The Stop to end portion of the water service has been completed and inspected by CHWP with the water meter installed on October 5<sup>th</sup> with the water service being turned on. CHWP confirmed

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with the Hooksett Sewer Department that the new sewer main had been accepted prior to turning water on.

8. Pandolfo Construction is upgrading the service line at the new car wash at the mobile station on Hooksett Road from ¾" to 2". They have started the work from the building back to the street. Hydratech will be completing the main to stop portion of the new service line as well as abandonment of the existing ¾" service line at the main. Water main is about 3 feet into the pavement of route 3 and Hydratech plans on Vac excavating to do the work. They are awaiting the NHDOT street opening permit prior to the start of any work.
9. I Started to experience slipping in the transmission of the 2016 Chevy Truck. Took it to Pembroke Automotive and transmission had multiple slip codes. The transmission needed to be replaced and truck is back in service.
10. Meter reads were completed on 10/2/023 for the 3<sup>rd</sup> quarter billing with bills mailed on 10/10/2023 for a total billed amount of \$292,175.04



Respectfully Submitted,  
Christopher R Culberson  
Superintendent