



Minutes of the December 14th, 2021 monthly meeting of the commissioners of the CHWP.

Present: Carol Hardy, Kelly Alois, William Alois, Ray Bonney, Joan McDonald, Atty BJ Branch, Chris Culberson – Superintendent.
Not Present -Richard Bairam

Meeting was called to order at 6:35 by chair Bill Alois

Motion made by Ray Bonney and seconded by Joan to approved the minutes of the November Meeting. All in favor.

Treasurer Reports

Business checking account	\$450,887.40
Money Market account	\$138,442.41
Escrow account	\$30,145.94

Payroll weekly manifests were reviewed and approved by the commissioners for the month of November.
A/P manifests were reviewed and approved by the commissioners for the month of November.

3rd quarter bills were due on the 3rd of December and late penalties were applied on the 8th and 9th of December for a total of \$5580.00 in late penalties.

Late accounts have been reduced dramatically with total past due accounts at \$20,213.33

Correspondence – Jean Descoteaux was out a few days with a sore back and was not work related.

Legal – Nothing to report at this time.

Old Business

- ARPA Funds Town of Hooksett – Wright Pierce is working on having the feasibility report completed by the end of the month.
- 2020 Audit formal copies are in the office.
- Office Restructure- completed at this time and everyone is working together in their new roles.

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- Annual generator maintenance – all maintenance along with repairs are complete and all generators are in good working condition
- Asset Management – Phase 2 – Staff has collected all hydrant inspections with the new Survey 123 field application and will be using this app on gate valve inspections as well. All fire hydrant inspections have been completed and will work on valve inspections over the winter if weather shall allow.
- VFP at Shannon Road Pump Station – awaiting the arrival of the new VFD so that Mason Electric can install.
- Manchester Water Works – Chlorine conversion has started and no customer complaints to date.
- Galaxy Network is working fine with no interruptions with the new GEM unit

New Business

- Everett Hardy's last meeting as commissioner is December 2021
- Christmas Lunch will be at the CHWP office for the Staff and Commissioners are welcomed to join. Lunch will be paid for by the precinct and food will be from Puritan.
- FY2022 – The budget has been reviewed and a motion was made by Ray Bonney and seconded by Joan McDonald and all in favor to approved the budget which will be presented to the Budget Committee on January 20th.
- Transfer to trust funds – a check for \$159,088 will be cut to Fidelity Investments from the business checking for transfer to trust funds as approved in the 2021 annual meeting by the end of December.

Superintendents Report – attached

Housekeeping Rule, Indemnity Rule and Policy Approval – Motion made by Ray Bonney and seconded by Joan McDonald, all in favor

With no other business present a motion was made by Ray Bonney and seconded by Joan McDonald to adjourn at 7:45 pm. All in favor.

Respectfully Submitted

Carol J Hardy - Clerk