



Minutes of the January 18, 2022 monthly meeting of the commissioners of the CHWP.

Present: Kelly Alois, William Alois, Richard Bairam, Ray Bonney, Joan McDonald,  
Chris Culberson – Superintendent  
Betty St Germain - Bookkeeper

Not Present  
Attorney BJ Branch  
Carol Hardy - Clerk

Meeting was called to order at 6:30 by chair Bill Alois

Betty StGermain was present to give an update of progress of the books. Payroll has been cleaned up for 2021. Aflac and Health Trust are the last items that need to be looked at as part of payroll. Next item will be billing that is going to be worked on and Water Rents will be set up as a customer. Due to improper posting, all deposits will need to be reviewed. Adjustments will be completed towards the end. Betty has been in touch with the auditors and agreed we need to set up new account numbers within the Chart of accounts.

Motion made by Ray Bonney and seconded by Joan to approve the amended minutes of the December Meeting. All in favor.

#### Treasurer Reports

Business checking account	\$249,915.26
Money Market account	\$138,453.98
Escrow account	\$30,128.73

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 December.

Late accounts have been reduced dramatically with total past due accounts at \$24,653.32 which include second round backflow test billing.

Legal – Nothing to report at this time.

Old Business

- ARPA Funds Town of Hooksett – Wright Pierce presented the draft report for review.
- 2020 Audit formal copies are in the office.
- 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.
- Manchester Water Works – Chlorine conversion is ongoing and there have been no customer complaints to date.

#### New Business

- 2021 Audit scheduled for May 6<sup>th</sup> 2022
- Sewer Deduct meters – Chris has recommended to the board to eliminate the old deduct program due to the age of the meters and the cost to the department and creating a new irrigation meter program to which will achieve the same benefit to the customer for sewer usage.
- Chris is going thru the 2022 insurance renewal applications in order to renew the upcoming insurance policy.

Superintendents Report – attached Motion by Ray Bonney to accept the superintendents report as is and seconded by Richard Bairam. All in favor.

Chris Culberson created a cover letter to accompany the proposed budget to be presented to the budget committee. Chris has also created the warrant articles along with the MS 737 for review to the budget committee. Bill Alois and Chris will be presenting the budget to the committee on Thursday night.

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

With no other business present a motion was made by Ray Bonney and seconded by Richard Bairam to adjourn at 7:32 pm. All in favor.

Respectfully Submitted

Christopher Culberson - Superintendent