

Minutes of the August 19, 2025, monthly meeting of the commissioners of the CHWP.

Meeting was called to order at 6:00 PM by chair Richard Bairam

Roll Call conducted by Chair Richard "Turk" Bairam

Present: Richard Bairam, Linda Bonney, Treasure, Ray Bonney, Joan McDonald, Karen Nadeau - Clerk, Chris Culberson - Superintendent, Denise Cumings - Compliance/Bookkeeper, Attorney BJ Branch.

Excused: Mark Bourque

Motion by Ray Bonney and seconded Joan McDonald to approve the meeting minutes of the July 15, 2025, presented; all in favor, Motion passed.

Treasurer Reports:

Business checking account:	\$853,977.85 (July Interest earned \$944.48)
Business Credit Card account	\$568.46 (July Interest earned \$0.44)
310 Londonderry Escrow 5/28/25	\$10,017.54 (July Interest earned \$8.50)
Past Due Accounts	\$36,035.22 (164 Accounts)
Open Balance Report	\$36,134.05 (166 Accounts)
2 nd Quarter Late Fees	\$3,955.00 (113 Accounts)
August Irrigation Meter Reads	8,926.228 (Gallons)
August Irrigation Billing	\$49,219.41 (197 Bills)

A/P manifests were reviewed and approved by the commissioners for \$14,517.02 dated 8/04/2025, A/P Manifest for \$48,746.16 dated 8/19/2025. Money Transfer \$1,000.00 dated 8/05/2025

Payroll manifests for payroll weeks 7/6/2025 thru 8/9/2025 were also reviewed and signed by the commissioners.

Karen Nadeau requested that the precinct research the potential cost savings of switching the water billing to a postcard format, similar to the sewer department, noting the difference in

postage rates between postcards and envelopes, ink for printing bills on paper, the paper, the staff's time of stuffing the envelopes including a return envelope, and any other associated cost.

3- CD investments with TD Bank:

CD #	DATE OPENED	CD - TD BANK TERM & RATE	Original Investment	Rollover Investment	Maturity Date
7830	5/28/25	90 DAY @ 3.73%	\$50,000.00	\$50,318.22	8/26/25
7848	6/27/25	90 DAY @ 3.75%	\$50,000.00	\$50,470.36	9/25/25
7822	7/28/25	90 DAY @ 3.73%	\$50,000.00	\$50,621.87	10/27/25
Overall Interest Earned since 3/27/2025 on Mutured CD's					
Original Investment	Interest Earned	Current Balance			
\$150,000.00	\$1,410.45	\$151,410.45			

Motion by Ray Bonney and seconded by Joan McDonald to accept the treasurers report as presented; all in favor.

Correspondence: None

Legal Correspondence:

- **Manchester Manor – Agreement:** Superintendent Chris will work with Attorney BJ and Manchester Manor over the next few months to develop a new agreement and establish updated policies moving forward.
- **Granite Hill and Granite Heights – Agreement:** An agreement is already in place for Granite Hills and is considered clear and concise. However, the Granite Heights agreement requires further attention. A document of understanding will be developed to clarify responsibilities for water valves and road maintenance in both Granite Hills and Granite Heights. This document will distinguish between public and private areas and will be recorded as an easement on all affected properties to ensure clarity and consistency in future maintenance. Superintendent Chris will draft a document identifying which valves fall under precinct responsibility, accompanied by a map. This information will be incorporated into the recorded easement. Ongoing, and maybe a few more months before it's completed.
- Ray Bonney. asked if the Treasurer's Report needed to be read aloud at the meeting since it is already included in the monthly email package, noting that he feels it's too time consuming. Attorney BJ Branch advised that, from a legal standpoint, it does not need to be read aloud. The superintendent stated that it needs to be done at the meetings in order to properly inform the commissioners on a monthly basis. The commissioners present reached a consensus to continue having the Treasurer's Report read aloud at each meeting.

Old Business:

- **Review of Debit/Credit and Purchasing Policy:** A final copy was provided for the commissioner's signatures.

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Email: info@centralhooksettwater.org

- **Fund Balance Policy:** Motion by Ray Bonney and seconded by Karen Nadeau to accept the draft Fund Balance Policy; all in favor.
- **Fraud Policy.** This policy has not been updated since 2009. A word.doc version of the policy will be distributed via email to the commissioners for their editorial feedback.
- **Senior Discount on Delinquent Accounts – New Policy:** Linda Bonney submitted wording revisions to the policy, which were distributed to the commissioners for review. The policy will be revisited at next month's meeting.
- **Proposal for Commissioners Compensation Adjustment – 2026 warrant article** Increase the Commissions members to \$1200 annually, the Chairmans to \$1500, and the Treasurer and Clerk to receive a 20% monthly increase. This adjustment request will be included as a warrant article in 2026 annual meeting.

New Business:

- Ray Bonney stated that when he comes into the office that Tam and Denise are not wearing precinct shirts and inquired if the precinct had offered to purchase them. The Superintendent confirmed that the offer was made last year.
- Ray Bonney stated the twice he heard that Chris was only working until his daughter graduated from college and Chris stated that was not ever communicated from him. Chris discussed the qualifications needed for the next superintendent. Ray expressed that he did not believe the superintendent should be out testing his PVB or performing similar tasks. Chris responded that he is a working superintendent, noting that as a small precinct there is not enough work to justify another employee. Ray recommended hiring a replacement sooner rather than later so the individual can be trained by Chris and obtain the necessary licenses. It was requested by Linda to add additional labor costs for an additional water operator in next years budget.

Superintendents Report – Included in the monthly package to Commissioners. Posted online and in the office.

Motion by Ray Bonney to accept the superintendents report as is and seconded by Karen Nadeau; all in favor and accepted as presented.

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

With no other business to be conducted, a motion was made by Ray Bonney to adjourn and seconded by Karen Nadeau at 7:20 PM; all in favor.

The next meeting will be held on September 16, 2025, at 6:00 PM.

Respectfully submitted

Karen A. Nadeau
Precinct Clerk



Central Hooksett Water Precinct Board of Water Commissioners Payables Manifest

August 19, 2025

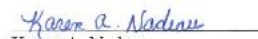
The Attached invoices listed with printed checks numbered 23020-23034 in the total amount of \$48,746.16 was reviewed and approved by the Board of Commissioners on August 19, 2025.


Richard Bairam


Ray Bonney


Joan McDonald

Mark Bourque


Karen A. Nadeau


Linda Bonney - Treasurer

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Central Hooksett Water Precinct Board of Water Commissioners Payables Manifest

August 4, 2025

The Attached invoices listed with printed checks numbered 23012-23019 in the total amount of \$14,517.02 was reviewed and approved by the Board of Commissioners on August 19, 2025.


Richard Bairam


Ray Bonney


Joan McDonald

Mark Bourque


Karen A. Nadeau


Linda Bonney - Treasurer

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