

Minutes of the December 16, 2025, monthly meeting of the commissioners of the CHWP.

In the absence of the Commissioner Chair, Richard Bairam, Commissioner Ray Bonney served as Acting Chair.

Meeting was called to order at 6:01 PM by Ray Bonney, Acting Chair.

Roll Call conducted by Ray Bonney, Acting Chair

Present: Linda Bonney - Treasure, Ray Bonney, Joan McDonald, Karen Nadeau - Clerk, Chris Culberson - Superintendent, Attorney BJ Branch, Jarrod Williams.

Excused: Richard Bairam

Motion by Jarrod Williams and seconded by Joan McDonald to approve the meeting minutes of November 18, 2025, as presented; all in favor.

Public Comment: None

Treasurer Reports: November 1- 30, 2025

Business checking account:	\$954,244.26 (November Int. earned \$963.90)
Business Debit Card account	\$652.60 (November Int. earned \$0.58)
310 Londonderry Escrow 5/28/2025	\$10,048.20 (November Int. earned \$6.60)
Past Due Accounts 11/30/2025	\$35,449.31 (134 Accounts)
Open Balance Report 11/30/2025	\$40,710.25 (167 Accounts)
Late Penalties Applied 12/2/2025	\$3,710.00 (106 Accounts)
November Adjustments 11/30/2025	\$49,840.15

A/P Manifests were reviewed and approved by the commissioners for \$46,010.69 dated 12/03/2025, A/P Manifest for \$5,331.57 dated 12/15/2025, A/P Manifest for \$147,500.00 dated 12/15/2025. Money Transfer \$1,000.00 dated 12/15/2025.

Payroll manifests for payroll weeks 11/02/2025 thru 12/06/2025 were also reviewed and signed by the commissioners.

10 Water Works Drive • PO Box 16322 • Hooksett, NH 03106 • Phone: 603-624-0608 • Fax: 603-624-0814

Email: info@centralhooksettwater.org

3 - CD investments with TD Bank:

CD #	DATE OPENED	CD - TD BANK TERM & RATE	Original Investment	Rollover Investment	Maturity Date
7822	11/28/25	30 DAY @ 3.28%	\$50,000.00	\$51,234.04	12/26/25
7830	11/24/25	30 DAY @ 3.28%	\$50,000.00	\$51,234.66	12/24/25
7848	11/24/25	30 DAY @ 3.28%	\$50,000.00	\$51,229.57	12/24/25
Overall Interest Earned since 3/27/2025 on Mutured CD's					
			Original Investment	Interest Earned	Current Balance
Totals			\$150,000.00	\$3,698.27	\$153,698.27

Motion by Jarrod Williams and seconded by Karen Nadeau 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.

Old Business:

- Proposal for Commissioners Compensation Adjustment – 2026 warrant article
- Superintendent Succession Plan – Previously Tabled
- New Billing Format for customers - For 2026 first quarter bills, Chris will include a note informing customers that the billing will be transitioning to a new postcard format. This will be removed from old business.

- 47-49 Thames Road – Subdivision: 47 Thames Road: On August 18, 2025, the developer of 47 Thames Road appeared before the Planning Board to request approval to subdivide the property into two parcels. No notification was provided to CHWP regarding the proposed subdivision. The Planning Board approved the subdivision without imposing any conditions during the meeting. The initial application for the property was for a single lot (#47) with water service and continuation of a private line to the 16-unit apartment building, effectively a single parcel with two buildings. The proposed water connection was to the existing 6-inch water main located on the same parcel at 47 Thames Road. With the subdivision now creating a second parcel, the original approval for water connection is no longer valid, as the new parcel does not front a CHWP main. The private main of Granite Hill is located on the opposite side of the road. Chris contacted the Town Planner to advise that the second parcel lacks frontage on a main water line, has no access to the easement, and its only frontage is on Thames Road.

Update: Chris reported that he received an email from Kathy Lawrence, Community Development Administrative Assistant, and Grant McGregor, Town Planner, indicating that the 49 Themes Road subdivision had submitted plans for signature. Grant requested confirmation that all Central Hooksett Water Precinct (CHWP) requirements had been satisfied. Chris responded that the applicant has not met any of the required CHWP conditions. Chris stated that approximately two weeks prior, he spoke with Allen Villeneuve, representing 1461 Hooksett Road, LLC, and informed him that a proposal must be submitted to the Commissioners for review and approval due to the subdivision of the lot, easement language concerns, and issues related to the water main extension that existed when the property was a single lot. As of this meeting, no proposal has been received. Kathy Lawrence responded that the Town would continue to hold the plans and not proceed with signatures. Chris further reported that on December 16, 2025, Allen Villeneuve contacted him requesting that he sign the plans so construction could move forward. Chris reiterated that he will not sign any plans until a formal proposal is presented to the Commissioners and reviewed by CHWP legal counsel. Concerns remain regarding whether the existing water easement applies to the newly subdivided lot and the requirement for separate shutoff valves for each lot. Later that day, Chris received a voicemail from the attorney representing 1461 Hooksett Road, LLC requesting guidance on how to move the matter forward. Chris stated that he will follow up with the attorney.

- 2026 Operating New Water Restrictions for 2026 – Karen’s suggestion was made to prohibit the washing of cars on restricted days. The Board did not agree with this suggestion, and it will not be included. A second suggestion was to add language addressing drought conditions, stating that the Superintendent has the authority to implement a ban that would supersede this watering policy. Chris will update the Water Restriction Policy to include this drought-related ban authority. Update: Chris added the statement “During times of extreme drought conditions as determined by the State of NH and Local Authorities, the superintendent has the authority to implement a complete “Irrigation Watering Ban” in order to maintain CHWP valuable source and supply of potable water”. Karen requested that Chris include fines for first-, second-, and third-time offenders, which Chris added prior to the meeting.

- Budget: Chris has completed the 2026 operating budget and presented it to the commissioners. The overall budget is up roughly 9.1% compared to last year. Chris also provided a summary of the budget items with the largest changes. Some of those items are:

Revenue:

1. Water Rents - 3% increase in water sold to our customers based on the 3% increase charged from MWW. The 3% increase will include water sales and fixed meter charge.
2. Irrigation Water Usage - 3% increase in water sales and fixed meter charge.

Karen suggested that, since the Precinct will be passing along the 3% increase from Manchester Water Works (MWW) to customers through the meter charge, meter fees be separated from Account #1001, "Water Rents," and moved to Line #1007, "Meter Fees". Chris provided the Board with a report detailing meter counts, sizes, and rates for both regular water distribution and irrigation. Chris also noted that with the new billing system being implemented next year, this information will be available as a separate breakout on the General Ledger.

Expenses:

1. Addition of a distribution employee: \$50,000 was added for this position, based on six months of employment.
2. Succession planning for Tam's retirement: \$25,000 was added for an additional employee to begin training under Tam prior to her retirement toward the end of 2026. This amount reflects six months of employment for training and transition purposes.
3. Health and Dental: A 6.1% increase over 2025 were included, along with additional funding to cover health and dental benefits if the two new employees are full-time. Karen requested that next year Chris obtain at least three quotes from a broker or other insurance agencies to explore options for lowering the premium.

Motion made by Jarrod Williams and seconded by Karen Nadeau to accept the budget as submitted for fiscal year 2026 as present; all in favor.

New Business:

- 2026 Changes in Rate of Pay. Chris signed the changes in rates of pay, and in Turk's absence, Ray Bonney, serving as Acting Chair, also signed the documents.
- 2025 Trust Funds Deposit. Discussed under the Treasures Report. A/P Manifest for \$147,500.00 was transferred to the Trust Funds

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

Motion by Jarrod Williams 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 Karen Nadeau and seconded by Joan McDonald; all in favor.

With no other business to be conducted, a motion was made by Joan McDonald to adjourn and seconded by Jarrod Williams at 7:07 PM; all in favor.

The next meeting will be held on January 20, 2025, at 6:00 PM.

Respectfully submitted

Karen A. Nadeau
Precinct Clerk

DRAFT




Central Hooksett Water Precinct Board of Water Commissioners Payables Manifest

December 3, 2025

The Attached invoices listed with printed checks numbered 23108-23118 in the total amount of \$46,010.69 was reviewed and approved by the Board of Commissioners on December 16, 2025.


Richard Bairam


Ray Bonney


John McDonald


Karen A. Nadeau


Jared Williams


Linda Bonney - Treasurer

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Central Hooksett Water Precinct Board of Water Commissioners Payables Manifest

December 15, 2025

The Attached 2025 Warrant Articles listed with printed check numbered 23119 in the total amount of \$147,500.00 was reviewed and approved by the Board of Commissioners on December 16, 2025.


Richard Bairam


Ray Bonney


Jean McDonald


Karen A. Nadeau


Jared Williams


Linda Bonney - Treasurer

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