

Minutes of the July 15, 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, Mark Bourque, Joan McDonald, Karen Nadeau - Clerk, Chris Culberson - Superintendent, Denise Cumings - Compliance/Bookkeeper, Attorney BJ Branch.

Excused: None

Motion by Ray Bonney and seconded Mark Bourque to approve the meeting minutes of the June 17, 2025, presented; all in favor, Motion passed.

Treasurer Reports:

Business checking account	\$683,536.35 (June Interest earned \$874.10)
Business Credit Card account	\$456.75 (June Interest earned \$1.02)
310 Londonderry Escrow 5/28/25	\$10,009.04 (June Interest earned \$8.22)
Past Due Accounts	\$21,922.64 (111 Accounts)
Open Balance Report	\$186,064.12 (1,307 Accounts)
2 nd Quarter Meter Reading Usage	25,022,178 (Gallons)
2 nd Quarter Meter Reading	\$256,261.84
2 nd Quarter Net Billings Senior Discounts	\$254,752.11 (409 accounts - \$1,509.73)

A/P manifests were reviewed and approved by the commissioners for \$36,477.62 dated 6/30/2025, A/P Manifest for \$21,513.26 dated 7/15/2025.

Payroll manifests for payroll weeks 6/15/2025 thru 7/5/2025 were also reviewed and signed by the commissioners.

3- CD investments with TD Bank: On April 27th, we rolled over the first \$50,000 CD (7822), which had a maturity value of \$50,162.70. The funds were reinvested into a 90-day CD with a maturity date of July 28th at an interest rate of 3.66%.

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The next CD (7830) matured on May 28, 2025, with a maturity value of \$50,318.22. The funds were reinvested into a 90-day CD with a maturity date of August 26th at an interest rate of 3.73%. The third CD (7848), matured on June 27th with a maturity value of \$50,470.36 at an interest rate of 3.75%.

The Clerk, Karen, brought to the attention of Denise, the Compliance/Bookkeeper, that the current CD tracking spreadsheet may include a formula that adds interest to CDs that have not yet matured. Denise stated during the meeting that there were no formulas in the spreadsheet. To avoid delaying the meeting, it was agreed that the spreadsheet would be reviewed afterward. Upon review, it was confirmed that a formula was present. A follow-up discussion on the process for calculating earned interest will occur at next month's meeting.

To enhance transparency, a suggestion was made to include the Payables Manifest, signed by the Commissioners, in the meeting minutes. This proposal agreed upon and will be implemented moving forward.

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

Correspondence: None

Legal Correspondence:

- **Eagles Nest** – The board has previously agreed to allow Eagles Nest to connect to the private main. This connection will occur on their own property, which is private, similar to the existing service arrangement with Granite Hills. Granite Hills has no objections to the connection, and discussions have taken place to confirm this. The current easement is adequate and does not necessitate updating. There is no need to request escrow funds from the developer for redrafting or revising the easement. No additional action is warranted in relation to this easement.
- **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.
- **Senior Discount on Delinquent Accounts – New Policy:** Currently If a senior citizen discount has been applied to an account, and the account becomes delinquent, we

have no policy in place to remove or suspend the discount. The board discussed creating a senior discount policy, as no such provision currently exists in the bylaws. The proposed program will offer a discount on water consumption (excluding the flat meter charge) for customers over the age of 65.

No new application will be required for current seniors on the program. Superintendent Chris presented a Memorandum on Senior Discounts as a reference guide for the commissioners. Chris will also draft a policy for review at next month's meeting. The policy will include provisions for reinstatement if payments fall behind.

Old Business:

- **Oak Hill Tank Assessment Cleaning and inspection – Wright Pierce Proposal:**
Superintendent, Chris, spoke with Chris Berg of Wright Pierce regarding the proposal for the Oak Hill Tank, he is working on a solution without a proposal, as there is a high chance the Oak Hill tank is not needed. The existing water system and water storage in Manchester Water Works may eliminate the need for the \$750,000 project. No updates at this time.
- **Review of Debit/Credit and Purchasing Policy:**
The Board reviewed the consolidated Purchasing Policy and Credit/Debit Card Use Policy. Proposed updates include: Increasing the dollar threshold requiring board approval. Clarifying that designated employees will be responsible for overseeing receipts and approving day-to-day purchases within the policy limits. Increasing the approval process so that all purchases of \$3,000 or more (excluding routine operating supplies) must receive prior approval from the full Board of Commissioners. Requiring a minimum of three competitive bids or quotations for purchases exceeding \$5,000, unless this requirement is waived by a majority vote of the Board. A final copy will be provided at next month's meeting for the commissioners to sign.

A motion was made by Mark Bourque and seconded by Ray Bonney to accept the draft Purchasing Policy and Credit/Debit Card Use Policy; all in favor.

The board was presented with the next policy for review: the Fund Balance Policy. A word.doc version of the policy will be distributed via email to the commissioners for their editorial feedback.

- 2024-2025 Town Annual Report – Write ups due on or before July 18th. Superintendent Chris has completed the write up, has received feedback from the board and submitted it to the town.
- 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: None

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 Joan McDonald; all in favor and accepted as presented.

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

With no other business to be conducted, a motion was made by Mark Bourque to adjourn and seconded by Ray Bonney at 6:44 PM; all in favor.

The next meeting will be held on August 19, 2025, at 6:00 PM.

Respectfully submitted

Karen A. Nadeau

Karen A. Nadeau
Precinct Clerk



Central Hooksett Water Precinct Board of Water Commissioners Payables Manifest

June 30, 2025

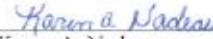
The Attached invoices listed with printed checks numbered 22982-22986 in the total amount of \$36,477.62 was reviewed and approved by the Board of Commissioners on July 15, 2025.


Richard Bairam


Ray Bonney


Joan McDonald


Mark Bourque


Karen A. Nadeau


Linda Bonney - Treasurer

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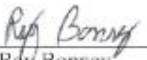


Central Hooksett Water Precinct Board of Water Commissioners Payables Manifest

July 15, 2025

The Attached invoices listed with printed checks numbered 22987-23011 in the total amount of \$21,513.26 was reviewed and approved by the Board of Commissioners on July 15, 2025.


Richard Bairam


Ray Bonney


Joan McDonald


Mark Bourque


Karen A. Nadeau


Linda Bonney - Treasurer

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