



Minutes of the June 17, 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, Ray Bonney, Mark Bourque, Joan McDonald, Karen Nadeau - Clerk, Chris Culberson - Superintendent, Denise Cumings - Compliance/Bookkeeper, Attorney BJ Branch

Excused: Linda Bonney - Treasurer

Motion by Ray Bonney and seconded Mark Bourque to approve the meeting minutes of the May 20, 2025, presented; all in favor, Motion passed.

#### **Treasurer Reports:**

Business checking account	\$703,231.89 (Interest earned \$794.53 May)
Business Credit Card account	\$179.27 (Interest earned \$0.44 May)
310 Londonderry Escrow 5/28/25	\$10,000.82 (Interest earned \$0.82 May)
Past Due Accounts	\$27,149.62 (138 Accounts)
Open Balance Report 3/13/2025	\$36,754.47 (165 Accounts)

A/P manifests were reviewed and approved by the commissioners for \$36,180.00 dated 6/06/2025, A/P Manifest for \$4,429.03 dated 6/17/2025. Money Transfer \$1500.00 dated 6/13/2025.

Payroll manifests for payroll weeks 5/18/2025 thru 6/14/2025 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, 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 and an interest rate of 3.66%. From March 27th through May 31, 2025, the total interest earned amounts to \$1,009.53.

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The next CD 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 28, 2025. (note the maturity date on the spreadsheet indicates July 28, 2025, which has since been corrected)  
We're approaching the 90-day renewal for the third CD, which is set to mature on June 28th with a maturity value of \$50,475.49.

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. Attorney BJ will draft the policy, which will be emailed to the board prior to the next meeting for review and potential enactment. The policy will include provisions for reinstatement if payments fall behind.

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

#### **Correspondence:**

- Commercial plans were discussed for a potential new project at 1317 and 1319 Hooksett Road.
- The Hooksett Village Water Precinct contacted the Superintendent regarding the potential purchase of 1.5 million gallons per day of water through Manchester Water Works, to be delivered via the interconnection to the Village. Superintendent Chris clarified that the interconnection is designated for emergency fire flow only and not intended for regular water main use. HVWP will explore options to obtain water from Manchester Water Works on the west side of the river.

#### **Legal Correspondence:**

- **Eagles Nest** – The connection for Eagles Nest is considered straightforward, requiring only a modification to the existing easement. 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 next step is to finalize the necessary documentation and update the existing easement to include Eagles Nest.
- **Manchester Manor – Agreement:** The existing written agreement with Manchester Manor is legally binding but has not been followed in accordance with its stated terms. It was noted that the number of deviations from the agreement likely exceeds the areas where compliance exists.

Now that the master meter has been calibrated and tested, a significant discrepancy—ranging from 16% to 19% on a quarterly basis—has been observed between the master meter and the sum of the individual unit meters. Under the original agreement, if this difference exceeds 3%, billing should be based on the master meter. However,

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there are no enforcement provisions in the current agreement to require the Manor to investigate or address potential water losses, such as leaks or hydrant issues.

It was discussed that the agreement is outdated and largely unenforced, and rather than attempting to revise it, a new agreement should be drafted. Superintendent Chris will work with Attorney BJ and Manchester Manor over the next month 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.

#### 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.
- **2024 Audit – Update by Denise Cumings:** The draft audit for 2024 has been completed with only two comments noted. The first comment related to policy review, which is already in progress. The second comment pertained to Other Post Employment Benefits (OPEB), which has previously been discussed. The OPEB report is prepared by a third-party actuary to assess all post-employment benefits. This item will continue to appear on the audit as an adverse opinion; however, no action is required, and it will not impact any business matters. The memorandum of representation, requiring signatures from the Chair and Treasurer, has been completed and will be sent to the auditors on June 18, 2025. The final audit report is forthcoming.
- **Water Reads for Sewer Department:** The Central Hooksett Water Department previously billed the Sewer Department for water consumption data. However, this practice stopped several years ago, and the reason for the change remains unclear—potentially due to a shift in departmental responsibilities. Following a legal review, it was noted that the Hooksett Village Water Precinct does not charge for this service. As a result, Central Hooksett Water Department will not charge for providing water consumption data to the Sewer Department.
- **Review of Debit/Credit and Purchasing Policy:** In response to the need for clarity and consistency, the suggestion was made to consolidate the Purchasing Policy and

Credit/Debit Card Use Policy. Currently, the system utilizes a zero-balance debit card for specific expenses, with the superintendent as the sole cardholder. To enhance accountability and transparency, it is proposed to increase the dollar threshold and extend the approval process for large purchases from two commissioners to the entire board. A revised policy will be prepared based on the feedback received and presented to the Commissioners for their review prior to the upcoming meeting.

**\*\*New Business was discussed under old business\*\***

- **Presentation of Fraud, Fund Balance and Investment Policy.** It was noted that the Investment Policy has not been updated in 13 years. The policy was reviewed by our banking partner, TD Bank, when accounts were consolidated and transitioned to Certificates of Deposit (CDs). At that time, the policy was found to be comprehensive and in alignment with industry standards. The policy currently aligns with existing statutory requirements. A minor modification was made to correct an outdated reference. Specifically, RSA 41:29 was mistakenly referenced "RSA 41:20" on page three. This has been corrected. The last three pages of the policy, which include references to RSA 41:29 and RSA 35:9, have been updated to reflect changes as of July 2023. The address, website, email, and other relevant information has been updated. Attorney BJ Branch will review the policy and submit it for approval, at next month's meeting.

**New Business**

- **2025 (2024 reporting year) Consumer Confidence Report/Water Quality Report:** We are required on an annual basis to do the consumer confidence report, which is updated in 2025 on all the water quality from 2024. That has been completed, submitted to the state, and we will put a note on the bills going out that it's available and where to find it on the webpage. This is now complete and we are compliant.
- **Presentation of Fraud, Fund Balance and Investment Policy.**  
**This was presented under old business**
- **2024-2025 Town Annual Report – Write ups due on or before July 18th**  
The 2024/2025 town of Hooksett at annual report is coming out.  
Chris will do a write up, and turn it in by the July 18<sup>th</sup> deadline.

**Ray Bonney asked to included two new items under New Business**

**1. Discussion: CDL (Commercial Driver's License) and Medical Card Requirements**

Ray stopped by the office to sign some paperwork and he had a discussion with Denise Cumings - Compliance/Bookkeeper regarding the CDL she currently holds. There must have been some discussion regarding the Medical Card requirement and the associated cost. As such, Ray stated that he would like to see a policy that the precinct pays for physical exams for anyone who holds a CDL regardless if it's required for their position or not. It was noted that a CDL is not a requirement of a Compliance/Bookkeeper, and the cost of the physical exam will not be reimbursed

by the precinct. No position within the precinct is required to have a CDL or related medical card.

## **2. Proposal for Compensation Adjustment**

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.

**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 Mark Bourque; 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 7:38 PM; all in favor.

The next meeting will be held on July 15, 2025, at 6:00 PM.

Respectfully submitted

Karen A. Nadeau  
Precinct Clerk