



Minutes of the May 20, 2025, monthly meeting of the commissioners of the CHWP.

Meeting was called to order at 6:01 PM by chair Richard Bairam

Roll Call conducted by Chair Richard “Turk” Bairam

Present: Richard Bairam, Linda Bonney - Treasurer, 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 Joan McDonald to approve the meeting minutes of the April 15, 2025, as amended; all in favor, with Mark Bourque abstaining since he was not present at the April meeting. Motion passed.

Correction: 2024 Workman’s Comp Audit: We received a rebate of \$2,564. The breakdown is as follows: \$1,937 for workers' compensation and \$635 for general liability. (Note: This totals \$2,572, not \$2,564 as stated in the meeting.) Upon review, the \$8 difference is due to a quarterly automatic installment fee that was applied to all policies, which affected the final refund amount.

### **Treasurer Reports:**

Business checking account	\$780,906.56
Business Credit Card account	\$441.23
Past Due Accounts	\$37,763.97 (205 Accounts)
Open Balance Report 3/13/2025	\$44,666,86 (228 Accounts)
Late Fees Applied 5/13/2025	\$6,055 (173 accounts)

A/P manifests were reviewed and approved by the commissioners for \$38,620.48 dated 5/01/2025, A/P Manifest for \$36,725.35 dated 5/20/2025. Money Transfer \$500.00 dated 5/06/2025.

Payroll manifests for payroll weeks 4/06/2025 thru 5/10/2025 were also reviewed and signed by the commissioners.

### **Removal of Senior Discount on Delinquent Accounts**

If a senior citizen discount has been applied to an account, and the account becomes delinquent, the discount should be forfeited. We will need to amend the language in our bylaws to reflect this policy.

This item will be revisited at next month's meeting. Chris will provide an updated list of customers who are one, two, or more quarters behind on payments, going back two years.

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

**Correspondence:** For informational purposes only, House Bill 577: this bill does not affect the precinct at this time, but may in the future. The state of New Hampshire introduced a bill that seeks to expand the size of accessory dwelling units and permit them to be detached from the primary residence.

Additionally, the bill mandates that municipalities must grant one detached accessory dwelling unit as a matter of right, without imposing additional requirements for lot size or other controls beyond those applicable to single-family dwellings. NH House Bill 577 passed both the House and Senate and is currently awaiting the Governor's signature.

**Legal Correspondence:** None

### **Old Business:**

- Oak Hill Tank Assessment Cleaning and inspection – Wright Pierce Proposal: The Superintendent, Chris, spoke with Chris Berg of Wright Pierce regarding the proposal for the Oak Hill Tank, including an evaluation of whether it should be maintained or potentially removed from the system. A report on the findings will be presented at the next meeting.
- 2024 Audit – Update by Denise Cumings: Denise reached out to the auditor assigned to our account, and he responded that he is actively working on our audit. Upon completion, the audit will undergo an internal review by their team. A draft report is anticipated to be available by approximately June 20th.
- Thames Road 55+ Proposal: The application for the development has been withdrawn and the developer is looking at revising their submission for single family homes.
- 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 April 30th, the total interest earned amounts to \$535.61, reflecting an average gain of just over \$100 per week.

The next CD is scheduled to mature on May 28th. Updated details regarding its term and interest rate will be provided at next month's meeting.

- 310 Londonderry Turnpike: A Planning Board member, after reviewing last month's meeting minutes, noted that a Certificate of Occupancy (CO) had been issued for the property without the required \$10,000 escrow deposit being provided to CHWP for the future water main connection once the moratorium is lifted. The planning board member contacted the Code Enforcement Officer, who spoke with the property owner and stated that if the \$10,000 escrow was not received by CHWP, the CO would be revoked. The property owner then contacted CHWP and informed us that the property was scheduled to be sold the following Monday. After the sale was completed, CHWP received a \$10,000 check to be held in escrow for the water main connection. The commissioners signed a signatory authorization for the escrow account holding these funds. The funds will be used to complete the remaining water main connection work once the moratorium has ended. The work may be performed by CHWP, the property owner, or another approved party. Any unused funds, after minimal expenses such as pavement patching, will be refunded to the current property owner based on submitted invoices. If the cost of the work exceeds the escrowed amount, the owner will be responsible for the additional expense. Any refund issued will include applicable interest, similar to the handling of a security deposit.

## **New Business**

- Eagles Nest – 1501 Hooksett Road water connection: Initially, the plan was to connect to the water main on Route 3 in front of their property. The water main comes across the road before our interconnection, situated within the travel lane (approximately four feet into the road). Previously, it was on the road's edge before the road was widened and it passes through their property. The main lies within an easement with The Villages at Granite Hill. The road was paved last year, and there is a five-year moratorium on new connections to this section of the water main. Consequently, connecting to this main would delay the project by approximately four years. An alternative option is to connect to the 12-inch water main located within the easement. A new agreement was established around 2019/2020, which necessitates legal review to determine ownership of the water main within the easement. A follow-up discussion on this matter is scheduled for next month's meeting.
- Manchester Manor – Agreement: Superintendent Chris has identified ten discrepancies and issues related to our current practices and the provisions outlined in our contract. These matters will be reviewed by the commissioners and legal counsel. Notably, the calibration and testing of the master meter were completed earlier this year. Although the contract specifies that this testing should be conducted annually, it has not been performed since the initial installation.

Additionally, the original first-generation Orion meters are approaching the end of their battery life. Clarification is needed regarding responsibility for the costs associated with their replacement.

It is important to note that the Central Hooksett Water Precinct, which does not own these meters, should not be responsible for any costs related to their replacement. Currently, however, this is not the practice. There are 135 mobile home units, each with a meter costing \$550.

- Water Reads for Sewer Department: The Central Hooksett Water Department previously billed the sewer department for water consumption data provided by us. However, this practice ceased several years ago. The reason for this change remains unclear, but it may be related to a shift in responsibilities within the water/sewer department. Legal will investigate this matter, and we will revisit it next month.

**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.

**Policy Review and Update Plan:** One of the auditors' comments highlighted that several of our policies have not been reviewed in the past five years. Specifically, policies such as the credit/debit card use policy and the purchasing policy have been in place for over ten years without review. Our plan is to review and update these policies incrementally, starting with a few at a time, to ensure ongoing compliance and address any concerns raised during the audit. These reviews should be conducted by the commissioners and legal counsel, rather than staff members.

The commissioners will review the policies and provide feedback during the upcoming month's meeting, as required by the audit.

To facilitate the review process, email copies of the policies will be sent to the commissioners in Word format, allowing them to draft proposed edits.

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 7:13 PM; all in favor.

The next meeting will be held on June 17, 2025, at 6:00 PM.

Respectfully submitted,

Karen Nadeau

*Karen a Nadeau*

Precinct Clerk

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