

Minutes of the September 16, 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, Treasure, Mark Bourque, Joan McDonald, Karen Nadeau - Clerk, Chris Culberson - Superintendent, Attorney BJ Branch.

Excused: Ray Bonney

Motion by Joan McDonald and seconded by Karen Nadeau to approve the meeting minutes of the August 19, 2025, presented; all in favor, with Mark Bourque abstaining since he was not present at the August meeting. Motion passed.

Motion by Joan McDonald and seconded by Mark Bourque to approve the Special Meeting Minutes of September 10, 2025, as amended.

Treasurer Reports: August 1- 31, 2025

Business checking account:	\$820,107.50 (August Int earned \$1,075.68)
Business Credit Card account	\$247.68 (August Int earned \$0.55)
310 Londonderry Escrow 5/28/25	\$10,026.05 (August Int earned \$8.51)
Past Due Accounts	\$30,248.17 (113 Accounts)
Open Balance Report	\$34,318.36 (128 Accounts)
August Adjustment	\$59,613.09

A/P manifests were reviewed and approved by the commissioners for \$57,156.32 dated 9/04/2025, A/P Manifest for \$2,075.00 dated 9/16/2025.

Payroll manifests for payroll weeks 8/10/2025 thru 9/6/2025 were also reviewed and signed by the commissioners. NHRS Correction dated 7/2/2025 thru 7/30/2025 (\$169.55).

3 - CD investments with TD Bank:

CD #	DATE OPENED	CD - TD BANK TERM & RATE	Original Investment	Rollover Investment	Maturity Date
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
7830	8/26/25	90 DAY @ 3.60%	\$50,000.00	\$50,782.48	11/24/25
Overall Interest Earned since 3/27/2025 on Mutured CD's					
			Original Investment	Interest Earned	Current Balance
Totals			\$150,000.00	\$1,874.71	\$151,874.71

Motion by Mark Bourque 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:

- Investment Policy – BJ will review the legal side and RSAs.
- Fraud Policy – We will review and revisit the draft changes at next months meeting.
- Senior Citizen Discount Policy. Chris questioned whether this matter should be established as a policy or added to the by-laws. BJ suggested that the board first create and adopt the policy, after which an amendment to the by-laws could be pursued, noting that such an amendment requires a vote of the public.
- Proposal for Commissioners Compensation Adjustment – 2026 warrant article

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Email: info@centralhooksettwater.org

- Superintendent Succession Plan – Previously Tabled
- Research potential cost savings of switching water billing to postcard format. Chris presented a cost savings analysis comparing the current billing method with a switch to postcard format. The analysis included postage, outgoing and return envelopes, invoices, and labor. The annual cost of traditional mailings was estimated at \$18,232.00, while postcard mailings were estimated at \$6,084.00. No motion was required, as this change falls under regular office operations. Chris will notify customers in the next billing cycle that the new format will take effect at the beginning of the year.

New Business: None

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

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. The Town Planner responded that all Planning Board approvals are conditional upon meeting the requirements outlined in his email, although no such conditions were noted during the planning board meeting. Chris will write to the Town Planner requesting the subdivision approval, to the developer stating that the initial easement approval is null and void, and to the Planning Board requesting revocation of the subdivision on the basis that the new lot does not have access to utilities.

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

Public Comment: Mark would like to see the public comment moved to the beginning of the meeting, after approval of minutes.

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

With no other business to be conducted, a motion was made by Mark Bourque to adjourn and seconded by Karen Nadeau at 7:00 PM; all in favor.

The next meeting will be held on October 21, 2025, at 6:00 PM.

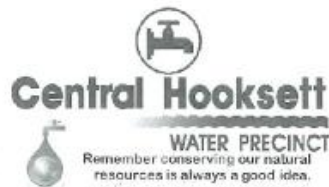
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Respectfully submitted

Karen A. Nadeau

Karen A. Nadeau
Precinct Clerk



Central Hooksett Water Precinct Board of Water Commissioners Payables Manifest

September 4, 2025

The Attached invoices listed with printed checks numbered 23035-23047 in the total amount of \$57,156.32 was reviewed and approved by the Board of Commissioners on September 16, 2025.

Richard Bairam
Richard Bairam

Ray Bonney

John McDonald
John McDonald

Mark Bourque
Mark Bourque

Karen A. Nadeau
Karen A. Nadeau

Linda Bonney
Linda Bonney - Treasurer

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