

CENTRAL HOOKSETT WATER PRECINCT

MONTHLY MEETING

OCTOBER 19, 2021

Meeting was called to order at 6:30 P.M.

Present: Joan McDonald, Ray Bonney, Everett Hardy, Richard Bairam, Carol Hardy, Chris Culberson-Superintendent

Absent: William Alois, Kelly Alois, BJ Branch – Precinct Attorney

Guests present to discuss the sale of 1253 Hooksett Road (The Stone House)

Christina Katsikas – Purchase and Sales agreement

Ray Houle and his wife – current owner and seller

TJ Potter – Real estate agent with K&W Realtors

It was explained to all parties present that the property at 1253 Hooksett Road was allowed to be tied on to water in 2014 after the well on the property was no longer producing adequate water. At that time the state of NH just finished road work on Hooksett Road and there was a 5-year moratorium on the road which made it not feasible to tie the service into the main at that time. It was agreed upon and approved by the commissioners in the August 11, 2014, that the Stone House could be serviced by water from the CHWP by allowing the service to be tied into the service feeding the Kight of Columbus (currently daycare) as long as it had its own individual shut off and meter for each location. It did state in the motion that “if the property was sold it would cancel everything” and why we are having the discussion tonight. Christina is not sure as to what the future holds for this property however wants to preserve the architectural characteristics of this property.

Chris Culberson suggested to the commissioners and all parties present that the service shall remain “as is” for a period of no more than 3 years with the following conditions

- The existing use shall remain as is and should the use change, the service would need to be connected to the main.
- No outside irrigation can be added during this time frame
- No complaints for the daycare of low water pressure
- An escrow account be set up through the CHWP for the installation of the service line to the main with a monthly payment of 100.00.

Ray Bonney made a motion to allow the water service to continue as is with the conditions outlined for a period not to exceed 3 years at which time will be reconsidered by the board of the commissioners. Motion was seconded by Everett Hardy and approved with all in favor.

Chris Culberson will contact Attorney Branch to have an agreement drafted for review and signatures from Christina Katsikas and the CHWP.

MINUTES: Ray motioned to accept the minutes of September. As written. Everett seconded and all were in favor.

TREASURER’S REPORT: Moved to next month. We did have information on the Trustee of Trust Funds.

OBTAIN SIGNATURES: Adjustments for August/September move to next month. Issued checks for September/October (AP Manifest)

CORRESPONDENCE: None

LEGAL CORRESPONDENCE: Berry Hill Estates Pump Station-Update from Attorney Branch. No update was provided since Attorney Branch was not present for the meeting.

LETTER to Chris Culberson-Internet access and cyber security Letter was sent from BJ to make sure the CHWP is up to date on its security and electronic access. Chris will be getting in touch with Josh of Computer Commuter our vendor to review and discuss our status and ensure compliance.

OLD BUSINESS:

ARPA Funds Town of Hooksett- Andre Garron (Town Administrator)- The Town of Hooksett Council has agreed to move forward with the feasibility study for a total contract price of 18,000 with an approved contribution of \$6,000.00 from CHWP. The council was very appreciative of CHWP contribution.

2020 AUDIT: Final Letter

MWW water quality- Beacon Hill and Wellington Tanks: CHWP continuing to monitor water quality

PHASE 2-Asset Management Grant-Valves and Hydrants-Electronic inspection survey platform is complete, and staff will start implementing within the field starting with Fire Hydrant inspections first.

OFFICE RESTRUCTURE:

Water Utility Clerk Responsibilities: Tam- The Account Temp contract is complete. Tam Johnson has agreed to become a part time employee of the CHWP with weekly hours not to exceed 32 hours

AP/General Ledger (bookkeeping) responsibilities-Betty StGermain

Assistant Superintendent -Josh at one time was a salary employee and due to certain inequities, he asked to become hourly. Since this issue no longer exists, Josh has agreed to go back on as a salary employee at his current rate

FY 2022 BUDGET- MORE LATER. Chris is working on it.

NEW BUSINESS

Open Water Commissioner appointment-Joan McDonald has been sworn in

1253 Hooksett Road-The Stone House has been discussed

Annual Standby Generator Maintenance and Repairs: 5 Generator units has been completed

Granite Heights Booster Station: Cedar Management, Al O'Brien is responsible for the annual maintenance and repairs of the generator at this location. This generator has not been serviced since 2018 and was placed out of service due to rodent infestation. Moving forward the CHWP will schedule this annual service along with its own generators and submit the invoice directly to Cedar Management for payment. This way the annual maintenance will not be missed as it has been in the past.

Glencrest Booster Station generator is also infested with rodents and found the radiator core plugged with debris causing the unit to overheat. Chris Culberson informed the staff that we need pay more attention to them when it comes to rodents. Moth balls have been placed within all units to help deter rodents.

SUPERINTENDENTS REPORT: ATTACHED: Chris had a computer guy to come in and change passwords.

HOUSEKEEPING RULE, INDEMNITY RULE AND POLICY APPROVAL: Ray motioned to approve housekeeping rule, indemnity rule and policy approval as written. Everett seconded. All in favor.

Adjourn: Ray motioned to adjourn. Turk seconded. All was in favor. We adjourned at 8:26 P. M.

Respectfully Submitted,

Carol Hardy