



Minutes of the September 19 2023 monthly meeting of the commissioners of the CHWP.

Present: Richard Bairam, Ray Bonney, Joan McDonald, Mark Bourque, Linda Bonney-Treasurer

Chris Culberson – Superintendent: Roll Call conducted by Chair Richard “Turk” Bairam

Not Present

Betty St Germain – Bookkeeper

Carol Hardy – Clerk

Attorney BJ Branch

Meeting was called to order at 6:30 by chair Richard Bairam and roll call completed.

Approval of the August meeting minutes were tabled since the clerk was not present at the meeting and meeting minutes were not available to present to the board for approval.

Treasurer Reports

Business checking account	\$843,610.07
Business Debit Card account	\$711.51
Past Due Accounts	\$21,127.70
Open Balance Report	\$33,634.03

A/P manifests were reviewed and approved by the commissioners for the amount of \$29,304.79 dated 8/31/2023 and A/P Manifest for \$9,936.92 dated 9/13/2023.

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

Correspondence

Health Trust notice that the annual certification process for the SMP access is due by October 6th. Chair Richard Bairam shall certify by this time frame.

Legal Correspondence:

None at this time

Old Business:

- Lead and Copper Grant – Josh is working with Wright Pierce to compile the required information for material inventory – ongoing at this time and the first request for reimbursement can be submitted in October.
- Compliance Administrator/Bookkeeper – An offer letter is being presented to Denise Cumings for this position with an anticipated start date of October 10th, 2023 should she accept the position.
- 2022 Audit – Awaiting final report and information has been submitted to DRA by the auditors.
- Campbell Hill Pump Station – 14 Lindsay Road – nothing new to report at this time.
- O Thames Road – nothing new to report at this time.
- 2023 MWW Chlorine Conversion – the conversion is ongoing with no customer complaints at this time. CHWP staff has been turning over water at dead end portions of the distribution system in order to maintain chlorine residuals.

New Business:

- 21 Martins Ferry Road – CHWP was informed that there will be an apartment added on to this location and a new service line is going to be installed for this apartment. An application will need to be filled out for a new service along with application fee, source and capital development fees to be paid.
- 270 Londonderry Turnpike – the owner has proposed 2 – 12000 sq/ft building at this location behind the existing building for contractor bays. There has been a TRC meeting conducted and the proposal consists of connecting into the 8” water main already located on the property for water to each building along with a private fire hydrant. It is unknown at this time if the building will be required to be sprinklered. Owner is aware that the connection fees will be based upon number of units which are TBD. There will only be one meter per building and a set of plans were presented to the commissioners to review. Fire Hydrant flow test was conducted by the CHWP with results given to the owner and Fire Department.

Superintendents Report – attached - 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 and seconded by Mark Bourque, all in favor.

With no other business present a motion was made by Mark Bourque and seconded by Joan McDonald to adjourn at 7:12 pm. All in favor.

Next meeting is scheduled for October 17th, 2023 at 6:30 pm.

Respectfully Submitted

Carol Hardy
Clerk



These minutes were prepared by Chris Culberson in draft form and presented to Carol Hardy for review.