

# MINUTES FOR THE HOPKINTON VILLAGE PRECINCT ANNUAL MEETING

Thursday, March 28, 2024

## IN ATTENDANCE:

- ❖ Nick Casolaro, Comm., Chair
- ❖ Thomas Lipoma, Comm.
- ❖ Victoria Bram, Clerk
- ❖ Ben Wilson, Village Moderator
- ❖ Mike O'Connor, Member, Water Board
- ❖ Sandy Bender, Member, Water Board
- ❖ Lorie Bender
- ❖ Rick Desmarais, Member, Water Board

The meeting was called to order at 7:50 pm by Moderator Wilson. The four warrant articles were discussed as follows:

## ARTICLE 1: ELECTION OF OFFICERS:

Moderator Wilson read the motion.

The precinct voted to appoint Ben Wilson as Moderator to a 1 year term, 2024-2025.

The precinct voted to appoint Victoria Bram as Clerk to a 1 year term, 2024-2025.

The precinct voted to appoint Thomas Lipoma as Commissioner to a 3 year term, 2024-2027.

There were no nominees for Water Board Commissioner. The matter was tabled until a candidate can be identified.

## ARTICLE 2: REPORTS:

Moderator Wilson read the motion. Water Board Member Desmarais thanked outgoing-Member, Mike O'Connor, for his service on the Water Board. Mr. Desmarais presented updates on the Water Department's financial position, the wells and tank site, the completed lot line adjustment, and the water operator. He also noted upcoming projects including lead testing, security camera installation, the points revaluation, and backflow testing for all users with automated watering systems.

*See pages 2-3 for the full report.*

## ARTICLE 3: OPERATIONS AND DEBT SERVICE APPROPRIATION:

Moderator Wilson read the motion, to see if the Village Precinct will raise and appropriate the Budget Committee's recommended operating budget in the sum of \$117,049.00 for general municipal operation and the general expenses and debt service of the Water Department. Commissioner Lipoma noted that the building expenses line item was increased by \$500.00. He also noted that the Precinct plans to work with residents to plant young Sugar Maples in an effort to restore the historic canopy along Main Street.

Comm. Lipoma moved to approve Article 3. Comm. Casolaro seconded the motion. The motion was approved by unanimous vote.

## ARTICLE 4: OTHER BUSINESS:

Moderator Wilson read the motion. No other business was presented.

Comm. Lipoma made a motion to adjourn the meeting at 8:03 p.m. Comm. Casolaro seconded the motion. The motion was approved by unanimous vote.

## APPROVED:

Matt Klein

Nick Casolaro

Thomas Lipoma

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*[Signature]*  
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*[Signature]*  
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submitted by Victoria Bram, Clerk Page 1 of 4 *[Signature]*

# Hopkinton Village Precinct Water Board Annual Report

March 2024

## Financial Position

- The account balance at the board meeting in March was \$33,095. Revenues are steadily increasing and we are beginning to look at limited scope equipment update projects for the summer.
- Our loan servicing costs yearly are \$26,420 and income from operations is \$80,000.
- An unfunded EPA mandate to collect an inventory on the composition of service lines (LSLI) for all water users may impact our balance. We will be working with the NH Department of Environmental Services (DES) appointed consulting firm and our new water system operator, Aquamen, to collect this data. We are looking to cover this cost from operating revenue. More later.
- Our accounts receivables are being well managed and are mostly current. We have had issues with some late payments but the small number of customers who are behind are making regular payments.

## Tank Project

- The tank project is complete except for a few items left open when we changed to a new water system operator. Board members together with our new system operator have been addressing those items.
- As a result of the completion of the tank project, a sanitary survey was completed and the most of the items have been addressed. A plumbing change in the treatment building and an update to our drawings to reflect the changes due to the tank project completion are open items. We have been working with DES and they have granted us some extra time to complete this work.

## Projects Completed

- Rates were increased last year and one final loan was obtained to cover the final cost of the tank project.
- The board successfully transitioned to a new water system operator, Aquamen, and has been working with them for about six months.
- The lot line adjustment that we have been working on for a couple of years was completed last year so we have additional protection from development around the north side of the water system.
- Many smaller maintenance items have been addressed onsite and many more will be addressed this summer. Projects have included better weatherization of the buildings, painting, removing parts of the older system to comply with DES requirements, roof repairs, cleaning, equipment, and security updates.

## Upcoming Projects

**Additional Member:** We are down one member on the water board and we need to fill that position. Thank you to Michael O'Connor for his service in helping to keep the system online, operating correctly, and researching specific items to develop documentation for the new system. DES is getting more demanding as are federal regulations and it's ever more challenging to stay ahead of the mandates, but retaining local control of the system makes our water costs more reasonable. We really need a fully staffed board to avoid a situation where we cannot keep up with the needed oversight to please consider discussing this opportunity with us.

**LSLI:** Dealing with the Lead Service Line Inventory will be a major initiative for this summer and as part of this, we will likely have to locate some or all the shutoffs for all customers. The service line is the water line that runs from the water shut-off valve (also known as a curb-stop) to the residence or building. If the customer has information to support what the service line is made of, there would be no need to dig up the shut-off valve. By October 2024, we need to deliver a preliminary inventory of the composition of our customers service lines or notify each customer that we could not identify as non-lead and that they might be at risk. If it is determined that the service line is lead, the customer would be responsible for the cost to replace the service line from the shut-off valve to the residence or building.

The upside of this required survey is that we will be able to use this and related data to construct a 3D GIS map of the system and also exercise each shut-off valve to ensure they are working properly.

**Source Protection Grant:** We obtained a grant for source protection and are in the process of finishing up the installation of security camera equipment at the water facility to track all the activity at the site.

**Backflow Testing:** In compliance with NH RSA 485:11, we will be mandating backflow testing for all system users with automated watering systems or separate private wells that have the ability to be connected to the water supply, as well as all public buildings. Building owners or managers will be responsible for these costs and must provide proof yearly to the HVP Water Dept that their backflow devices have been tested and are operating correctly. If a backflow is not currently installed, the homeowner will need to contact a plumber to complete this work. Testing costs are estimated at \$100-\$250 and will need to be done yearly

**Points Re-evaluation:** This is a tall task, but we need to re-evaluate the points for all customers to make sure the charges are accurate. If you would like to schedule a points re-evaluation, please contact the water board (email [hvpwater@gmail.com](mailto:hvpwater@gmail.com)) and provide your contact information and Sandy Bender will call you to set up an appointment. We can also look at your service line where it enters the residence or business to make an initial determination of its composition.

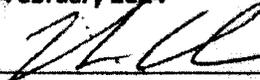
#### **Other Issues**

**WARRANT  
HOPKINTON VILLAGE PRECINCT  
2024 ANNUAL MEETING**

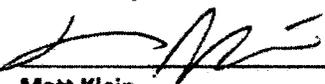
To the residents of Hopkinton Village Precinct, located in the town of Hopkinton, in the County of Merrimack, in the State of New Hampshire, qualified to vote in Precinct affairs: You are hereby notified to meet in the Town Hall located in Hopkinton Village on March 28, 2024, at 7:30 in the evening to act upon the following subjects:

- Article 1: To elect the following officers:  
Moderator for the ensuing year  
Clerk for the ensuing year  
Precinct Commissioner for three years  
Water Board Commissioner for three years
- Article 2: To hear reports of officers, boards and committees and take appropriate action with respect thereto.
- Article 3: To see if the Village Precinct will vote to raise and appropriate the Budget Committee recommended sum of \$117,049 for general municipal operations and the general expenses and debt service of the Water Department.
- Article 4: Transact any other business that may legally come before said meeting.

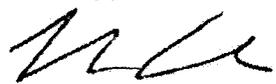
Given under our hands and seals this 23 day of February 2024

  
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Nicholas Casolaro

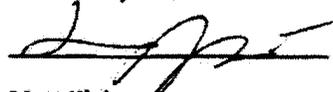
  
\_\_\_\_\_  
Thomas Lipoma

  
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Matt Klein  
Precinct Commissioners

A true copy of Warrant Attest

  
\_\_\_\_\_  
Nicholas Casolaro

  
\_\_\_\_\_  
Thomas Lipoma

  
\_\_\_\_\_  
Matt Klein

Posted at the Barrel and Basket store and the Hopkinton Town Hall on February 23, 2024, for the Commissioners