



**CONTOOCCOOK VILLAGE PRECINCT COMMISSIONERS
PUBLIC MEETING MINUTES
JANUARY 15, 2024 – 6:00 PM
WASTEWATER TREATMENT FACILITY**

I. CALL TO ORDER

Commissioner Boudette called this regular meeting of the Contoocook Village Precinct Commissioners to order at 6:05 pm on Monday, January 15, 2024.

Commissioners Present: Chris Boudette, Mike Metcalf

Absent: Tom Yestranski

Staff Present: Bookkeeper Kathy Donohoe, Treasurer Kerry Perry, Secretary Melissa Hughes

Absent:

Public Present: Don Houston (Moderator), Chris Countie, Don Ware

II. APPROVAL OF MINUTES

- a. The board reviewed the Precinct Meeting Minutes on December 18, 2023.
- b. Commissioner Boudette made a motion, seconded by Commissioner Metcalf, to approve the regular meeting minutes of December 18, 2023.
- c. VOTE: Commissioners Boudette and Metcalf voting in favor of the motion; no votes against
- d. MOTION APPROVED 2-0

III. FINANCIAL REPORT

- a. Bookkeeper Kathy Donohoe and Treasurer Kerry Perry presented the financial report.
- b. Discussion ensued regarding the financial report and budget.
- c. Commissioner Boudette made a motion to accept the financial report, seconded by Commissioner Metcalf
- d. VOTE: Commissioners Boudette and Metcalf voting in favor of the motion; no votes against
- e. MOTION APPROVED 2-0
- f. Commissioner Metcalf made a motion to withdraw \$3500 from the capitol reserve to pay Wright-Pierce.
- g. VOTE: Commissioners Boudette and Metcalf voting in favor of the motion; no votes against
- h. MOTION APPROVED 2-0

IV. OPERATIONS REPORT

- a. Chris Countie (COO) and Don Ware (CEO) from PWSC presented the operations report.
- b. There will be a flow test Wednesday morning for fire suppression system., discussion ensued.
- c. VOTE: Commissioners Boudette and Metcalf, voting in favor of the motion; no vote against
- d. MOTION APPROVED 2-0

V. UPCOMING PROJECTS AND RECOMMENDED UPGRADES

- a. PWSC prepared a list of recommended upgrades and maintenance, discussion ensued regarding cost and timeline of upgrades and maintenance.
- b. PWSC is currently working on updating cybersecurity for the operating system, discussion ensued.
- c. There is a leak at Maple Street and Cedar Street, it is expected to be repaired in the upcoming weeks, discussion ensued.

VI. DISCUSSION OF TOWN CLERK CVP DUTIES

- a. Commissioner Boudette met with Christine Johnson at the Town Clerk's Office to discuss CVP duties that the Town Clerk's office assists with. Discussion ensued regarding the use of Avatar for billing, meter reads, and sending and receiving water bills.

VII. OTHER BUSINESS

- a. Commissioner Metcalf will contact Wright-Pierce about the Water Rate Studies, discussion ensued.
- b. Commissioner Metcalf presented a draft report from Wright-Pierce regarding recommendations to remove disinfection byproducts and natural organic materials, he will meet with them to determine what treatment and equipment will be the most beneficial, cost, and how grants can be used to meet the disinfection byproduct rule, discussion ensued.
- c. Don Houston presented updated draft of Annual Meeting Warrant; discussion ensued.

VIII. ADJOURNMENT

- a. Commissioner Boudette made a motion, seconded by Commissioner Metcalf, to adjourn the meeting.
- b. VOTE: Commissioners Boudette and Metcalf voting in favor of the motion; no votes against
- c. MOTION APPROVED 2-0; meeting adjourned at 7:39 PM.

Respectfully submitted,
Melissa Hughes