

## Minutes

### Contoocook Village Precinct Monthly Meeting

May 13, 2008

There was a meeting of the Contoocook Village Precinct Commissioners on Tuesday May 13, 2008. The meeting was held at the precinct's utility building on Kearsarge Ave. and began at 7 P.M. Bob Carpenter, Mark Hemmerlein, Bill Chapin, Sharon Dow, and Steve Clough were present.

Steve went over bills and paperwork with Sharon. The Commissioners reviewed the April metered water warrant billing. The general meter reading and billing policies and costs were briefly discussed. The remaining connection fees due from the River Grant project were discussed. Sharon will contact JH Spain to follow-up.

Steve went over distribution system work. The slow leak on Maple Street by Provan & Lorber has been repaired as scheduled and another emergency leak up the street has also been repaired. These areas will have to be paved after they settle and there are several other smaller service jobs scheduled. A new valve will have to be installed on Spring Street before the upcoming cleaning & relining project and another valve will have to be installed on Prospect Street to replace the existing one which no longer shuts down the line.

Steve went over the proposed specifications for the computer and related items purchase. After review the commissioners approved going ahead with the purchase but advised upgrading the software package to Office Pro so that it would include Access. This should be a valuable program for our application. Other Water Department operation programs dealing with things like fire flows, inventories, etc. may be purchased later if necessary.

Dick couldn't make it to the meeting so Steve went over the status of the Heitkamp project. Dick has gone over the site with them again and the quote has been updated. The contract price has gone up several thousand dollars but primarily because the footage increased somewhat when actual street measurements were made. The project will be scheduled in August and a contract will be provided prior to startup. Dick will answer any further questions next month.

Finding a replacement for Sharon was discussed. The new bookkeeper does not necessarily have to live in the precinct although a newly appointed Treasurer would. Sharon will talk to another candidate. The new person should be trained before Sharon moves.

The meeting adjourned at approximately 8:15 P.M.

