

Minutes

Contoocook Village Precinct Monthly Meeting

October 18, 2011
approved

There was a meeting of the Contoocook Village Precinct Commissioners on Tuesday October 18, 2011. The meeting was held at the Slusser Center and began at 5 P.M. Tom Yestramski, Bill Chapin, Mark Hemmerlein, and Steve Clough were present for the entire meeting. Others attended to address specific agenda items.

Janet Krzyzaniak attended the meeting at 6 P.M., in her capacity as a Hopkinton Budget Committee Member, to convey a request from the entire Committee that a representative from the Precinct be sent to attend their regular meetings. The Commissioners confirmed that they would send a representative to the Hopkinton Budget Committee meetings as they always have in previous years. Janet left the meeting at 6:10 P.M.

Kathy Donohoe joined the meeting at 6:10 and the Commissioners moved her report up on the agenda as she had other commitments later in the evening. She went over the monthly financial report and the bills were signed. She also informed the Commissioners that an inadvertent error on one of the MS forms sent to the DRA had been corrected and that the DRA now had no outstanding issues with the Precinct.

Mark moved 2012 budget discussions up on the agenda also so that they could be addressed while Kathy was still at the meeting. Mark went over income projections and the proposed budget in concept. How projects would be carried over was reviewed. Water rates and line items would be addressed later. Kathy left the meeting at 6:40 P.M.

Mike Metcalf and Mike Unger, from Underwood Engineering, had joined the meeting at 6 P.M. and now went over several issues regarding the plant upgrade project. The options have been further developed and the costs have changed. They went over several tasks that they have recommended be addressed to finish the report. Groundwater, piloting, the reservoir sighting, and funding were discussed. The Commissioners outlined what they wanted in the next scope of services. Mike and Mike will put together a proposal for the selected work and get it to the Commissioner before their next monthly meeting. They left the meeting at 7:15

Steve went over several issues. Tom made a motion to approve the September Minutes as written, Bill seconded the motion, and the vote was unanimous. Issues at the filtration plant were discussed briefly. The meter project has had a few

issues but is going well. Third and final notices need to be reviewed. The written cross connection program needs to be in to DES within 90 days.

Mark has looked at both fees and taxes in anticipation of upcoming capital costs and 2012 budget requirements. He went over his suggestions on how to revise water service fees and increase revenues. After some discussion Tom made a motion to establish a base water meter charge per 6 months of \$50.00 to be become effective in October of 2011 with the increase being calculated on the April 2012 billing period. Bill seconded the motion and the vote was unanimous. This is expected to raise revenues by approximately \$30,000 a year.

Mark went over the per 1,000 gallons of usage charge. Raising that rate by \$.25 would bring in about another \$10,000 per year and raising it by \$.50 would bring in about \$20,000 per year. In consideration of upcoming capital expenses Tom made a motion to increase the usage fee from \$.004/Gal. to \$.0045/Gal., to be assessed on all usage starting from zero, to become effective in October 2011 with the increase being calculated on the April 2012 billing period. Bill seconded the motion and the vote was unanimous.

Steve will make sure that this isn't a problem with the software and see if he can put a notice in with the October 2011 billing.

Increasing the amount of revenue that is raised by taxes, in order to build up capital reserves, was discussed briefly. This issue will be brought up again at future meetings along with 2012 budget proposal.

The meeting adjourned at approximately 8:30.

Steve Clough, Precinct Superintendent, drafted these minutes.

