

Minutes

Contoocook Village Precinct Monthly Meeting

January 7, 2014 **DRAFT**

There was a meeting of the Contoocook Village Precinct Commissioners on Tuesday January 7, 2014. The meeting was held at the Slusser Center and began at 7 P.M. Dick Strickford, Bill Chapin, Don Houston (Budget Committee Representative), Kathy Donohoe, and Steve Clough were present (Tom Yestranski was absent with the flu).

Kathy presented the Commissioners with the payroll and vendor reports as well as the monthly Profit & Loss Budget Report and Balance Sheet. Bills were signed and a few budget items were discussed. Steve will get the last few 2013 bills to Kathy so that she can close out 2013. The Commissioners also granted her request to process the Precinct's accounting on her own computer. She will provide flash-drive backup. Kathy left the meeting around 7:30.

The 2014 budget and projects were reviewed and discussed. There are a couple of decisions to be made in regards to sequencing and on removing trees and stumps but the RHWhite estimate for the reservoir site work is approximately \$140,000. Underwood's scope for designing the booster station and putting it out to bid is approximately \$60,000. The capital budgeting for 2014 is set at \$200,000.

Mike Metcalf joined the meeting to go over Underwood Engineering's scope and to answer questions. Dick questioned a couple of line items in the scope and Mike explained them and also stated that the funds in any line would not be billed if the tasks ended up being unnecessary. Mike tried to cover any potentialities in the scope. Bill also requested that a specific schedule be included in the scope and that it should be strictly adhered to. Mike agreed to do that. Mike left the meeting at about 8:00 P.M.

Dick made a motion to approve the December Minutes as written, Bill seconded the motion, and the Minutes were approved unanimously (2-0).

A couple of other issues were discussed. The 2014 warrant and meeting date will be discussed at the February meeting. How the reservoir project will be publicly presented will also be decided on. Possibilities are at the Budget Committee Public Hearing, at the Precinct's Annual meeting, to the Planning Board, and maybe a meeting dedicated to just the plan.

Bill made a motion to enter into an executive session to discuss personnel issues, Dick seconded it, the vote was unanimous (2-0). The public meeting ended at 8:30 P.M. and adjourned after the executive session.

Steve Clough, Precinct Superintendent, drafted these minutes.

