

Hopkinton Village Precinct Water District Meeting – November 20, 2023

Meeting called to order at 6:30pm

In attendance:

Rick Desmarais	Mike O'Connor
Sandy Bender	Suzi Calley
Bill Davis	Craig McGraw

Review of October Minutes. Approved with a correction to Accounts Receivable figure. Motion to accept Sandy 2nd Mike. All in favor.

October Invoices

Merrimack Saving \$565.20	Monson \$1,376.30
Eversource - \$762.00	Eastern Analytical - \$40.00
Aquamen - \$1,200.00	Mike O'Connor - \$50.01
Aquamen - \$7,482.87	

Accounts Receivable: \$4162.27

Bank Balance – Merrimack: \$32,922.23

Loan Balance Northway Bank: \$72,007 (Annual payments of \$11,537 due March)

Loan Balance Northway Bank: \$57,472 (Annual payments of \$8,101 due October)

Loan Balance Merrimack Savings: \$48,491 (monthly payments)

2024 Budget

Review and update 2024 budget.

Customer Update

39 Briar Hill Road curb stop completed.

Unresponsive/unpaying customers likely come with their own wrench.

174 South Rd with water running outside, Hopkinton Police reported/fixed. – Suzi to call homeowner and schedule water shut-off. House is unoccupied.

Water Source Grant

7 signs installed in the woods, together with two other signs on access road, six more signs available for installation.

DVR installed Nov 16, need to determine how to access.

Rick to install remote link in next 2-3 weeks, parts ordered.

After remote link installed will contact state about reimbursement for work completed.

Keeping copies of invoices, will ask Suzi for review before submitting.

Cleaning and Maintenance

Sanitary Survey review significant deficiencies:

Bulk fill port. – Aquamen to photo and document size.

Flow meter to be installed on each well.

Valve between source valve and treatment – check backflow prevention. Schedule for next year.

Update record drawings with info on pipe material, blow off and curb stop locations – Distribution mains and GIS mapping to be done by Aquamen.

DES extended the deadline to 4/20/2024. Need input from Aquamen on open items.

Leak under platform in tank room – no leak currently. Potential problem to be addressed.

Update of caustic pump. – To be done next year.

Information on lock on main gate. – Determine what kind of lock best to use.

Rick to download PLC program for archive; drawings and related electrical information available with the assistance of Aquamen.

Process of valve exercise program on hold for future discussion. Open to discussion on any other urgent maintenance items.

NHDES Lead Service Line Inventory

Inventory due Oct 16, 2024.

Mailing being developed, will plan to send on a different cycle than the billing.

Aquamen indicates they think there may be financial support available for the work.

Rick reviewed historical records stored locally, only information on service connections indicate curb stop positions.

Get HVPWD data from WSO+.

Emergency Plan Update

Mike is working with Tanya on updating per DES.

2024 Budget Review

Document review and updates.

Future Projects

O&M Manual.

5-year budget plan.

Capital improvement plan.

Asset management plan.

Backflow testing for commercial customers; school, store, restaurant.

Get test well head locking cover.

Logging data from separate wells.

Meter reading for November – Mike; December – Rick; January – Sandy.

Next meeting: December 18, 2023, at 6:30 pm.

Other business.

Motion to adjourn 9:13 pm by Sandy, 2nd by Rick. All in favor.

Rick Desmarais

Sandy Bender

Michael O'Connor