

Minutes
Contoocook Village Precinct
Monthly Meeting

March 7, 2017

There was a meeting of the Contoocook Village Precinct Commissioners on Tuesday March 7, 2017. The meeting was held at the Hopkinton Wastewater Plant and began at 6:00 P.M. Bill Chapin, Chris Boudette, Tom Yestramski, Kathy Donohoe, Kent Barton, and Steve Clough were present.

Kathy provided the commissioners with bills and reports. Direct Deposit for Dave and Steve will be set up for next month. The Annual Meeting was briefly reviewed and discussed. Kathy left the meeting at 6:30 P.M.

The February Minutes were reviewed. Tom made a motion to accept the Minutes as written, Bill seconded the motion, and the Minutes were approved unanimously (3-0).

The 2016 Audit and Fixed Assets were discussed. All of the Precinct's assets prior to 2005 weren't incorporated into the Auditing reports. It would be hard to correct that now so it was decided to make sure that assets are properly accounted for and depreciated going forward. It was also decided that the Precinct Balance Sheet would be updated annually to coincide with the Fixed Assets in the auditor's Reports. Connection fees, service rates, service application, and Potential Precinct expansion and will also be evaluated as part of the process of putting together the Asset Management Plan.

The Proposed Underwood contract and schedule for 2017 was reviewed. Assets Management was discussed in general and Steve went over Bear Pond's safe daily yield from previous reports, outdated pipe replacement cost estimates, and associated planning issues. The Commissioner decided to invite Mike Metcalf to the April Monthly Meeting to discuss finalizing the 2016 Underwood Engineering, Inc. contract.

The proposal by Landsite Corp. for the Woodwell's Garrison project was reviewed along with a cover document clarifying details. The Commissioners signed the proposal and it will be sent to Landsite Corp. after the Annual Meeting on the 16th.

Operational issues were updated. Completed plant projects, meter reading, leak detection, hydrant flushing, and upcoming classes were touched on. Plant issues and continuing improvements were reviewed.

The meeting adjourned at 7:50 P.M.

Steve Clough, Precinct Superintendent, drafted these minutes.

