



# Town of Hopkinton

Contoocook Village Precinct Commissioners

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## CONTOOCCOOK VILLAGE PRECINCT COMMISSIONERS PUBLIC MEETING MINUTES DECEMBER 18, 2023 – 6:00 PM WASTEWATER TREATMENT FACILITY

### I. CALL TO ORDER

Commissioner Boudette called this regular meeting of the Contoocook Village Precinct Commissioners to order at 6:15 pm on Monday, December 18, 2023.

**Commissioners Present:** Chris Boudette, Mike Metcalf

**Absent:** Tom Yestranski

**Staff Present:** Bookkeeper Kathy Donohoe, Treasurer Kerry Perry Secretary Melissa Hughes

**Absent:** Superintendent Sam Currier

**Public Present:** Don Houston (Moderator)

### II. APPROVAL OF MINUTES

- a. The board reviewed the Precinct Meeting Minutes on November 27, 2023.
- b. Commissioner Boudette made a motion, seconded by Commissioner Metcalf, to approve the regular meeting minutes of November 27, 2023.
- c. VOTE: Commissioners Boudette and Metcalf voting in favor of the motion; no votes against
- d. MOTION APPROVED 2-0

### III. FINANCIAL REPORT

- a. Bookkeeper Kathy Donohoe and Treasurer Kerry Perry presented the financial report.
- b. Discussion ensued regarding the financial report and budget.
- c. Commissioner Boudette made a motion to accept the financial report, seconded by Commissioner Metcalf
- d. VOTE: Commissioners Boudette and Metcalf voting in favor of the motion; no votes against
- e. MOTION APPROVED 2-0

### IV. OPERATIONS REPORT

- a. Commissioner Boudette presented the operations report in the absence of Superintendent Sam Currier.
- b. Flushing was done in early November and a significant less amount of biofilm was seen. All samples were collected and sent to DES for November. The Correction to the Water Usage report error for Q3 was resolved and entered correctly to DES. EJP is waiting for approval to go to Fire Department in Contoocook to install new meter.
- c. VOTE: Commissioners Boudette and Metcalf, voting in favor of the motion; no vote against
- d. MOTION APPROVED 2-0

### V. REVIEW AND DISCUSSION OF PENNICHUCK CONTRACT

- a. PWSC contract for replacement operator received with revision and signed by PWSC. Contract reviewed and discussion ensued. The contract will be effective January 1, 2024.
- b. VOTE: Commissioners Boudette and Metcalf voting in favor of approving contract with PWSC; no votes against.
- c. MOTION APPROVED 2-0

**VI. SIGNING PENNICHUCK CONTRACT**

- a. PWSC contract signed by Commissioners Boudette and Metcalf.

**VII. REVIEW OF SECURITY AND OPERATION RECOMMENDATIONS FROM PENNICHUCK**

- a. PWSC will be presenting security and operation recommendations after they have taken over operations, discussion ensued.
- b. PWSC has recommended that cybersecurity for the water plant be updated, discussion ensued.

**VIII. DISCUSSION OF WATER RATES**

- a. Wright Pierce will look at budget and other factors, such as what surrounding towns and similar systems charge, to make recommendations for appropriate water rates, discussion ensued.

**IX. OTHER BUSINESS**

- a. Commissioners Metcalf discussed grants and how funds will be utilized, three grants have been awarded, discussion ensued.
- b. As part of the revised Lead and Copper Rule, EPA/NHDES is requiring that the CVP perform a Lead Service Line Inventory (LSLI). The goal of this work is to identify/determine if and where lead service lines exist and develop a plan for their replacement. NHDES hired Hazen & Sawyer to assist the CVP to complete the LSLI, discussion ensued.
- c. Discussion ensued regarding selling the ATV that is kept in the garage as is, as seen.
- d. Discussion ensued regarding how new water meters will be uploaded into billing software and who will be responsible for that, commissioner Metcalf will research this.
- e. Don Houston presented a draft for the Annual Meeting Warrant; discussion ensued.

**X. ADJOURNMENT**

- a. Commissioner Boudette made a motion, seconded by Commissioner Metcalf, to adjourn the meeting.
- b. VOTE: Commissioners Boudette and Metcalf voting in favor of the motion; no votes against
- c. MOTION APPROVED 2-0; meeting adjourned at 7:20 PM.

Respectfully submitted,  
Melissa Hughes