



Town of Hopkinton

Contoocook Village Precinct Commissioners

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CONTOOCCOOK VILLAGE PRECINCT COMMISSIONERS PUBLIC MEETING MINUTES DECEMBER 10, 2019 – 6:00 PM PRECINCT BUILDING

I. CALL TO ORDER

Commissioner Boudette called this regular meeting of the Contoocook Village Precinct Commissioners to order at 6:00pm on Tuesday, December 10, 2019, at the Stephen F. Clough Memorial Precinct Building.

Commissioners Present: Chris Boudette, William Chapin, Tom Yestramski at 6:45pm

Absent:

Public Present: Steve Lux Jr, Kathy Donahoe, Don Houston, Charlie and Joe Damour – WSO

II. APPROVAL OF MINUTES

- a. The board reviewed the Precinct Meeting Minutes of November 19, 2019.
- b. Commissioner Chapin made a motion, seconded by Commissioner Boudette, to approve the minutes.
- c. VOTE: Chapin and Boudette voting in favor of the motion; no votes against
- d. MOTION APPROVED 2-0

III. FINANCIAL REPORT

- a. The board reviewed the financial report with Kathy.
- b. Discussion ensued regarding the bills that just went out. Waiting for payments to come in over next several weeks or so.
- c. Invoices going out for the two properties on Amesbury Road.
- d. Commissioner Boudette made a motion, seconded by Commissioner Yestramski, to approve the financial report.
- e. VOTE: Boudette and Chapin voting in favor of the motion; no votes against
- f. MOTION APPROVED 2-0

IV. OPERATIONS – Charlie and Joe

- a. Discussion ensued regarding the backflow test letter received. Joe followed up with New England Backflow to ask about the testing and billing process. Additional questions regarding their contract and how to ensure these tests are being completed in a timely manner. Some testing results were received and it was identified that the test results and billing invoices were being sent to an unused email address.
- b. A new contract from New England Backflow was received for discussion and review.
- c. Discussion ensued regarding the backflow valves in the fairgrounds. This will need to be addressed in the spring with the fair association to determine what exists on site and what may need to be upgraded or changed.
- d. Discussion ensued regarding the WSO invoice received for meter reader labor. Commissioner Boudette stated he expected this would have been a part of the WSO contract. Discussion ensued regarding the time taken to perform the task. Charlie decided to reduce the invoice amount and the commissioners agreed.

V. WSO CONTRACT

- a. Discussion ensued regarding the status of the proposed contract by WSO.
- b. Commissioner Boudette would like to wait until all three commissioners are present in order to conduct the conversation around the contract.

VI. 2020 BUDGET

- a. Discussion ensued regarding the town budget committee presentation coming up next Wednesday, December 18. Don Houston agreed once again to present the Precinct budget.
- b. Discussion ensued regarding upcoming expense changes and projects that should be presented in the 2020 Precinct budget.

VII. ADJOURNMENT

- a. Commissioner Boudette made a motion, seconded by Commissioner Yestramski, to adjourn the meeting.
- b. VOTE: Boudette, Yestramski and Chapin voting in favor of the motion; no votes against
- c. MOTION APPROVED 3-0; meeting adjourned at 7:15pm

Respectfully submitted,
Steve Lux Jr.