



Town of Hopkinton

Contoocook Village Precinct Commissioners

330 Main Street, Hopkinton NH 03229-2627 • (603) 746-3170 • www.hopkinton-nh.gov

CONTOOCCOOK VILLAGE PRECINCT COMMISSIONERS PUBLIC MEETING MINUTES MARCH 10, 2021 – 6:00 PM VIRTUAL MEETING VIA ZOOM

I. CALL TO ORDER

Commissioner Boudette called this regular meeting of the Contoocook Village Precinct Commissioners to order at 6:00pm on Wednesday, March 10, 2021.

Commissioners Present: Chris Boudette, Tom Yestramski, Mike Metcalf (left meeting at 6:35pm)

Absent: n/a

Staff Present: Superintendent Sam Currier, Moderator Don Houston, Treasurer Kathy Donahoe, Clerk Steve Lux Jr

Public Present: Emily Nichols

DECLARATION OF CHAIR: Commissioner Boudette requested Clerk Lux to read the Right to Know Law Meeting Checklist as follows:

For the Contoocook Village Precinct, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12, pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a. Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means.

We are utilizing the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-929-436-2866 and meeting ID: 965 5866 0696 or by clicking on the following website address: <https://zoom.us/j/99388171733>

b. Providing public notice of the necessary information for accessing the meeting.

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on Town of Hopkinton's website: www.hopkinton-nh.gov.

c. Providing a mechanism for the public to alert the public body during the meeting if there are problems with access.

If anyone has a problem, call (603) 731-2890 or email: watersewer@hopkinton-nh.gov.

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled. Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Roll Call:

Mike Metcalf and I am alone

Chris Boudette and I am alone

Tom Yestramski and I am alone

II. APPROVAL OF MINUTES

- a. The board reviewed the Precinct Meeting Minutes of February 10, 2021.
- b. Commissioner Boudette made a motion, seconded by Commissioner Metcalf, to approve the regular meeting minutes of February 10, 2021.
- c. VOTE: Boudette, Metcalf, and Yestramski voting in favor of the motion; no votes against
- d. MOTION APPROVED 3-0

III. FINANCIAL

- a. Discussion ensued regarding the financial report. Not much activity this past month.
- b. Commissioner Metcalf made a motion, seconded by Commissioner Boudette, to approve the financial report.
- c. VOTE: Metcalf, Boudette, and Yestramski voting in favor of the motion; no votes against
- d. MOTION APPROVED 3-0

IV. OPERATIONS

- a. Discussion ensued regarding the daily operations of the plant.
- b. Superintendent Currier noted typical maintenance work, sampling and other related activities. Would like to lock in a date for tank cleaning.
- c. Discussion ensued regarding the need for a new chemical pump as the current pump is outdated and another is out of service.
- d. Discussion ensued regarding the potential to acquire a CL17 chlorine analyzer for the main street tank. This would require moving an existing propane line. Quotes will be obtained for these items. Some of these work may be able to be completed by in-house town maintenance.

V. ENGINEERING UPDATE

- a. Discussion ensued regarding the engineering and the progress with the firm. At this time, the project is moving forward and so far is at the data collection stage. Currently in the process of obtaining depth samples and other related testing for raw water, media, etc.
- b. Discussion ensued about the upcoming work to be completed by the engineering firm and costs associated with the contract.
- c. Discussion ensued regarding the option of a rate-increase to help with offsetting the cost of this work and future enhancements that may be required for a proper resolution.
- d. Commissioner Metcalf made a motion, seconded by Commissioner Boudette, to approve the engineering contract.
- e. VOTE: Metcalf, Boudette, and Yestramski voting in favor of the motion; no votes against
- f. MOTION APPROVED 3-0

VI. OTHER

- a. Moderator Houston addressed the commissioners regarding the annual meeting and that the date will be postponed in accordance with the state emergency order. Discussion ensued regarding the options of dates and location. The option to host the meeting at the railroad museum at 896 Main Street was agreed upon.
- b. Moderator Houston will move forward with the necessary documentation and posting for the annual meeting to take place on April 14, 2021.

VII. ADJOURNMENT

- a. Commissioner Boudette made a motion, seconded by Commissioner Yestramski, to adjourn the meeting.

- b. VOTE: Commissioners Boudette and Yestramski voting in favor of the motion; no votes against
- c. MOTION APPROVED 2-0; meeting adjourned at 6:55pm.

Respectfully submitted,
Steve Lux Jr.