

MINUTES FOR THE HOPKINTON VILLAGE PRECINCT ANNUAL MEETING

March 17, 2022

IN ATTENDANCE:

- ❖ Nick Casolaro, Comm., Chair
- ❖ Thomas Lipoma, Comm.
- ❖ Matt Klein, Comm.
- ❖ Victoria Bram, Clerk
- ❖ Craig Dunning, Village Moderator
- ❖ Mike O'Connor, Member, Water Board
- ❖ Sandy Bender, Member, Water Board
- ❖ Rick Desmarais, Member, Water Board
- ❖ Ben Wilson
- ❖ Diana Wieland
- ❖ Thomas Morin
- ❖ Linda Dunning
- ❖ Dulcie Madden Lipoma
- MAX WINER

The HVP Annual Meeting was called to order at 7:31 pm by Moderator Dunning.
The seven warrant articles were discussed as follows:

ARTICLE 1: ELECTION OF OFFICERS:

The precinct voted to appoint Craig Dunning as Moderator to a 1 year term, 2022-2023.
The precinct voted to appoint Victoria Bram as Clerk to a 1 year term, 2022-2023.
The precinct voted to appoint Nick Casolaro as Commissioner to a 3 year term, 2022-2025.
The precinct voted to appoint Rick Desmarais member to a 3 year term, 2022-2025.

ARTICLE 2: REPORTS:

Moderator Dunning read the motion. The Water Board Member Desmarais presented updates on the financial position of the water system, water testing results and the ongoing well & storage tank project. The Water District plans to undertake an asset management plan, draft an Operations Manual and seek a source protection grant for additional monitoring and security at the pump site. *The Complete Water District Report is on page 3.*

ARTICLE 3: WATER DEPARTMENT APPROPRIATION:

Moderator Dunning read the motion, to see if the Village Precinct will raise and appropriate the sum of \$162,703 for the Water Department including, \$5,000 for Water Administration; \$132,800 for Water Services, and debt service of \$4,505 for Interest + \$20,398 for principal payments. The motion was approved by unanimous vote.

ARTICLE 4: PRECINCT GENERAL EXPENSES APPROPRIATION:

Moderator Dunning read the motion, to see if the Village Precinct will raise and appropriate the sum of \$26,661 for the general expenses of the Precinct, of which \$8,598 is available fund balance and \$18,063 will be raised by Village Precinct taxes. The motion was approved by unanimous vote.

ARTICLE 5: FIRST PRECINCT WATER SYSTEM LOT LINE ADJUSTMENT:

Moderator Dunning read the motion, to see if the Village Precinct will approve a lot line adjustment and other terms of a proposed agreement involving real property owned by the Precinct and the abutting lot, Thomas Morin (LOT 250-010). *The proposed agreement details are listed on Annual Meeting Warrant & site maps on pages 4-7.*

Diana Wieland suggested that because the private property in question is owned by a Trust, that in any agreement regarding the property the owner should be listed as Trustee of the trust. Comm. Lipoma made a motion to amend Article 5 to replace all references to *Thomas Morin* with "Trustee, Thomas Morin Revocable Trust." Diana Wieland seconded the motion. The motion was approved by unanimous vote.

Dulcie Madden Lipoma asked how much of an area the two proposed parcels cover. Comm. Lipoma provided the information as follows: The Precinct's property (LOT 250-006) would increase by approximately 3,000 square feet in order to increase the sanitary radius of the new well to 300 feet. In return for this parcel of land, the Thomas Morin Revocable Trust would receive approximately 1 acre of adjacent land from the Precinct.

Comm. Casolaro asked why, on the site plan, the *original* well on the Precinct's property has a 200 foot sanitary radius outlined while the other *new* well has a 300 foot radius. Moderator Dunning asked why the particular location of the new well was selected. Moderator Dunning asked for clarification as to the basis for determining how large of a sanitary radius is needed and if there is a chance that the original well may require a 300 foot radius as well. The lot line adjustment that would increase LOT 250-010 could transfer land needed by the Precinct in order to comply with a 300 foot radius requirement.

Water Board member Rick Desmarais will speak with the site engineer and bring clarification back to the Precinct. Comm. Casolaro confirmed that when the Water Board has gathered the requested information, a special meeting will be convened to consider the merits of a lot line adjustment agreement. The motion failed by unanimous vote.

ARTICLE 6: SECOND PRECINCT WATER SYSTEM LOT LINE ADJUSTMENT:

Moderator Dunning read the motion, to see if the Village Precinct will approve a lot line adjustment from existing Precinct Property (LOT 250-006) to the owner of the abutting lot, Sandy Bender (LOT 250-008). *See highlighted area on page 7 site map.*

Linda Dunning asked why the Precinct is transferring land to an abutter. Sandy Bender provided the information as follows: To increase his property to surround a man-made pond which is gradually filling with sand and silt.

Diana Wieland asked why the Precinct would give property to a citizen. Sandy Bender replied that the pond is likely to overflow and cause drainage issues downhill unless it is maintained. Also, to extend his property to comply with required setbacks where he plans to construct a garage.

Victoria Bram asked if the same issue may arise, as discussed in the previous Article, that the original well may require a 300 foot radius. The lot line adjustment that would increase LOT 250-008 could transfer land needed by the Precinct in order to comply with a 300 foot radius requirement.

Ben Wilson asked if the Precinct Commissioners have a recommendation as to whether this Article should pass and whether the Precinct has an obligation to clean up the man-made pond. Comm. Casolaro confirmed that the Commissioners do not have a recommendation and are not aware of an obligation to maintain the pond.

Moderator Dunning suggested the Article should be written to grant the Commissioners the authority to negotiate the terms of any lot line agreement required for the well site. The motion failed by unanimous vote.

ARTICLE 7: OTHER BUSINESS:

Moderator Dunning read the motion. Moderator Dunning asked on behalf of the Hopkinton Historical Society if the Commissioners have an update on the potential lease of the Village Fire House. Comm. Lipoma answered in the affirmative and asked that the Historical Society begin by making a formal request.

Ben Wilson said that the trees along the side of the Fire House are overgrowing and will eventually cause maintenance issues. Ben will reach out to the direct abutters regarding cutting or trimming the trees.

Comm. Lipoma made a motion to adjourn the meeting at 8:50 p.m. Comm. Casolaro seconded the motion. The motion was approved by unanimous vote.

APPROVED:

Matt Klein



Nick Casolaro



Thomas Lipoma



17Mar2022

Financial Position

- Bank balance in February was \$121,647. This amount covers the cost to complete the Tank Upgrade project and allows us to keep \$40k minimum in the bank at all times to cover emergency repairs.
- We are assessing the \$25 overdue fee and despite that we still have customers that pay late, although we have been working with customers to accommodate their payment requirements and are good at providing warning emails or calls before assessing fees.
- One new customer has been added to the system.

Project

- We are estimating completion and brining the new system online this summer.
- Delays have been attributable to shortage or labor and materials, recently electrical. At last check with our project manager in January there were a couple more items that we're waiting on. We have an in-person meeting with them next week to plan though the end of the construction phase and commissioning.
- What's left is some electrical, installing the new control cabinet and pumps, filling the tanks, testing, starting up the system and connecting to the existing line.

Chlorine/Sulfur

- The issue with sulfur gas generating bacteria was resolved in December and we are no longer chlorinating. We are back to adding only sodium hydroxide in order to slightly change the pH of the water.

Other Items of Interest

- All testing before, during and after the issue with sulfur has continued to indicate that we have no issues with harmful bacteria in the water system. All reports indicate most compounds tested for are below the level the tests can measure.
- Updated Emergency Plan created, delivered to the state and Hopkinton first responders on schedule.
- Copper/Lead testing completed with no issue; emails distributed to those who contributed samples.
- PFAs testing per our testing schedule indicated we were below detectable levels.
- Obtained three-year (minimum) waiver for VOCs, did associated mailing per state requirements covering a roughly 4000' half circle that is our Source Protection Area, saving the water system thousands of dollars.
- All of our quarterly data that we calculate and upload has been accepted by the state.
- All of our quarterly mailings and the yearly Consumer Confidence Report have been delivered on schedule.
- Working on moving some of the property boundaries with Tom Morin for the benefit of both parties

Upcoming Projects

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|---------------------------------|--|
| <u>Asset Management:</u> | Restart our Asset Management project; challenges with us being involved in other projects and aligning ourselves with outside resources meant that we were not able to complete all the work we committed to in the grant, so we deferred and are re-applying this year. |
| <u>Points Re-assessment:</u> | We will be restarting this process which will likely take a few years to complete. |
| <u>Operating Manual:</u> | As new equipment comes online, we will be creating possibly the first ever operating manual. |
| <u>Source Protection Grant:</u> | We started too late this year to get quotes from vendors, but we understand the process now and will look for a grant of around 20K to install additional monitoring and security at the pump site. |

COPY

WARRANT
HOPKINTON VILLAGE PRECINCT
2022 ANNUAL MEETING

To the residents of Hopkinton Village Precinct, located in the town of Hopkinton, in the County of Merrimack, in the State of New Hampshire, qualified to vote in Precinct affairs: You are hereby notified to meet in the Town Hall located in Hopkinton Village on March 17, 2022 at 7:30 in the evening to act upon the following subjects:

- Article 1: To elect the following officers:
Moderator for the ensuing year
Clerk for the ensuing year
Precinct Commissioner for three years
Water Board Commissioner for three years
- Article 2: To hear reports of officers, boards and committees and take appropriate action with respect thereto.
- Article 3: To see if the Village Precinct will vote to raise and appropriate the sum of \$162,703 for the general expenses and debt service of the Water Dept, including:
- Water Administration \$5,000;
- Water Services \$132,800; and
- Interest of \$4,505 and loan principal payment of \$20,398 on precinct debt incurred for waterworks purposes.
- This appropriation will be offset by \$72,000 user fees, \$40 interest, and \$90,663 unassigned fund balance.
- Article 4: To see if the Village Precinct will vote to raise and appropriate the sum of \$26,661 for the general expenses of the Precinct. This appropriate will be offset by \$8,598 from the unassigned fund balance and \$18,063 from taxation.
- Article 5: To see if the Village Precinct will approve, subject to planning board review and approval, a lot line adjustment and other terms of a proposed agreement involving real property owned by the Precinct and the owner of the abutting lot number 250-010 (Thomas Morin). The agreement includes the following details and the proposed lot line adjustment is reflected in the attached draft plan/map.
- What Thomas Morin will provide:
- A voluntary deed restriction on lot 250-010 that gives the Hopkinton Village Precinct (HVP) the future right to an easement on the area of the parcel that would be encumbered by the placement of a future wellhead located SSW of the existing high flow well. (Hatched area, note 7 on the map)
 - An additional deed restriction will prohibit the building of structures in the defined hatched area. Red arrows define the northern edge where the restrictions begin. The area of the lot that runs along Old Stagecoach Rd will be the only area where the building of structures is allowed on lot 250-010.
 - It was discovered that the newest higher flow well which requires a 300' buffer was only 285' from the eastern boundary of the northern area of lot 250-010. This is noted as parcel A. In lieu of the easement process for this area, the surveyor will amend that boundary so it

becomes HVP owned land and can be recorded as such. This will bring that wellhead into compliance with state requirements.

-\$2000 will be provided to offset any legal fees of the Precinct.

What the Hopkinton Village Precinct will provide:

-The Precinct will transfer to Thomas Morin (Revocable Trust) the double hatched area as shown on the map as parcel B. This is the area that falls outside the 300' buffer of the most westerly wellhead. (The primary well) The southern boundary of this area is Dolf Brook.

-The HVP will notify the owner of lot 250-010 at least 90 days in advance that they are exercising their right to create an easement per the rights granted in this transaction and provide a final notification when the easement goes into effect.

General information


When the legal definition is created, the Precinct officials will be offered the language for review to ensure it matches the intent outlined in this Article. The deed restrictions will run with the land.

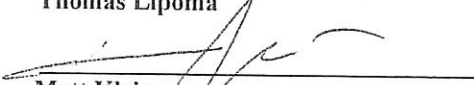
Article 6: To see if the Village Precinct will approve a lot line adjustment, subject to planning board review and approval, from existing Precinct property (lot number 250-006) to the owner of the abutting lot number 250-008 (Sandy Bender). The Precinct will transfer to Sandy Bender the area directly west of lot number 250-008, that lies between the two existing brooks and outside the 300-foot buffer of the most western wellhead (also known as the primary well). \$2,000 will be provided by Sandy Bender to offset any legal fees of the Precinct. The area of the proposed lot line adjustment is highlighted in the attached map.

Article 7: To transact any other business that may legally come before said meeting.

Given under our hands and seals this 2 day of March, 2022

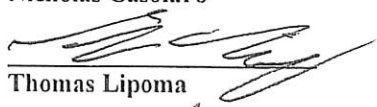

Nicholas Casolaro


Thomas Lipoma


Matt Klein
Precinct Commissioners

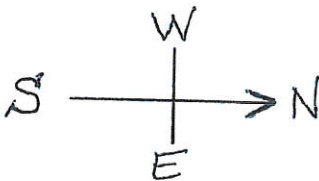
A true copy of Warrant Attest


Nicholas Casolaro


Thomas Lipoma


Matt Klein

Posted at the Hopkinton Village Store and the Hopkinton Town Hall on March 2, 2022 for the Commissioners



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