

**Water/Wastewater Commissioners’  
Meeting Minutes  
January 7, 2008**

Present: Robert Courage, Chair  
Peter Leishman, Vice-Chair  
Walter Murray  
Larry Anderson  
Evelyn Gendron

**Call to Order:**

Vice-Chairman Leishman called the meeting to order at 6:00 p.m.

**Press and Public Comments:**

There were no members of the press present, nor public comments received this evening.

**Appointments:**

**Bill Parker – TIF District Discussion:**

Chairman Courage thanked Mr. Bill Parker, Community Development Director, and Mr. John McCormack, Chairman of the TIF Committee, for appearing this evening to bring the commissioners up to date on the TIF’s plans. Mr. McCormack reminded the commissioners he last appeared before them on February 14, 2007 as a lead in to the warrant articles, and that today he would speak about the proposed wording for the warrant article Expansion of the West Milford Tax Increment Financing District, with a cost of \$0. Vice-Chairman Leishman questioned Mr. McCormack about the potential impact of increased traffic upon west Milford if it were further developed. Chairman Courage suggested the Fire Department may be interested in connections off of South Street, and inquired whether TIF dollars might be used to extend water and sewer into west Milford. A large developer would be responsible for a portion of infrastructure improvements, said Mr. McCormack. Mr. Parker explained the warrant is seeking to expand the TIF District, and that the RSA allows for the boundaries sought by the TIF committee.

**Gary Smith – Wright Pierce – Water Exploration Discussion** – Mr. Smith explained he was here to continue discussions regarding the Cleaves site and to suggest a follow-up meeting be scheduled with different NH DES reps to go beyond the previously discussed governing rules and pursue guidance, options, river flow and well-draw data in the state’s possession. During testing conducted in the mid-1980’s, he said, the water quality and the gallons-per-minute rate were good, however the Savage well was contaminated and the OK Tool site was a contributor. Mr. Smith said he anticipates the responsibilities for the OK Tool site will transfer to the state by next summer, and that the on-site aquifer might become viable within

two or three years. Upon further discussion it was agreed that Chairman Courage, Vice-Chairman Leishman, Superintendent Anderson, and Mr. Smith will compare calendars and arrange a meeting in the coming weeks with Harry Stewart, while stressing the need for progress.

Mr. Smith explained he might be of assistance to the treatment facility personnel with their quest to resolve copper and phosphorous issues. He's worked on EPA-accepted techniques for treating effluent with Wolfboro and Keene and thinks grants may be applicable. Superintendent Anderson said he would review the EPA fact sheet he received this evening and get back to Mr. Smith, as well as speak with Tom White at the NH DES in follow-up of the membrane filter system discussions.

### **Decisions:**

Approval of Final Minutes – Vice-Chairman Leishman made the motion to accept the minutes of the meetings held on November 7, 2007, and on December 5, 2007 as presented. Commissioner Murray seconded the motion. All voted in favor.

Water Users Fee/Tax Collector's Warrant – Vice-Chairman Leishman made the motion to approve this document as presented, amounting in all to the sum of \$41,152.59 for the December 2007 Commitment 071231, and \$1,411.69 for the December 2007 Final Bills Issued, thereby directing Kathy Doherty, Collector of Taxes for the Town of Milford, to collect the taxes in the matter of water users fees and to pay the same, when collected, to the Treasurer for the Town of Milford. Commissioner Murray seconded the motion. All voted in favor.

Sewer Users Fee/Tax Collector's Warrant – Vice-Chairman Leishman made the motion to approve this document as presented, amounting in all to the sum of: \$48,996.91 for the December 2007 Commitment 071231, and to the sum of: \$2,997.72 for the December 2007 Final Bills Issued, thereby directing Kathy Doherty, Collector of Taxes for the Town of Milford, to collect the taxes in the matter of sewer users fees and to pay the same, when collected, to the Treasurer for the Town of Milford. Vice-Chairman Leishman seconded the motion. All voted in favor.

Water/Sewer Abatement Request – Mr. Anderson provided the commissioners with a letter received from a resident at The Reserve seeking relief from paying the entire \$313 bill he had received. In the letter, the resident explained although he had been unable to afford a deduct meter earlier, he would appreciate a fee reduction now rather than “paying double” for water whether or not the developer had investigated/communicated the irrigation system financial impact to tenants when the development was established. Superintendent Anderson explained his and the billing clerk's calculations, having averaged and compared water usage with others using deduct meters during the same time period. Upon discussion, Commissioner Murray made the motion to not approve this abatement request, suggesting that the resident may consider seeking financial relief from the Stabile Company. Vice-Chairman Leishman seconded the motion. Superintendent Anderson will oversee notification of the board's decision to the resident.

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## Discussions:

BOC Meeting Schedule and Holiday Schedule – Superintendent Anderson presented the proposed 2008 meeting schedule for the board’s consideration and approval. Chairman Courage made the motion to approve the schedule as presented; Vice-Chairman Leishman seconded the motion. All voted in favor.

Sewer Rehabilitation Project – Progress Report – Superintendent Anderson stated the South Street portion of the Sewer Rehabilitation Project is on hold until spring. Mr. Anderson presented the commissioners with a letter received from the Knights of Columbus with copies of two invoices relative to sewer blockage removal expenses incurred during December. In Mr. Anderson’s memo to the board, he explained that while he did not feel the Town nor the Town’s contractor who worked in the vicinity in October 2007 is responsible for the blockage occurring at this property in December, the collection system personnel flushed the service on December 27<sup>th</sup> and installed a clean-out at no cost to the property owner. Additionally, the contractor hired by the Knights cited “heavy sludge and minimal pitch” in their statement. In Mr. Anderson’s opinion, given the distance involved, the amount of time between the Town’s contractor performing work in the vicinity and the Knights experiencing a sewer blockage, the town personnel flushing the line and installing the clean-out, if the board is in favor of reimbursing a portion of the expenses, perhaps he should investigate the depth of the main. Upon discussion, Chairman Courage made the motion to table this matter until Superintendent Anderson checks the depth of the main, the location of the service, and brings additional information to the Board of Commissioners. Vice-Chairman Leishman seconded the motion. All voted in favor.

2008 Pick-up Truck Quotes – Mr. Anderson presented the commissioners with a cost comparison summary of four vehicle quotes he received to replace the Water Utilities Department’s ½ ton pick-up truck in 2008 with a ¾ ton pick up truck (with plow package, strobe lights, etc, noting that \$30,000 had been budgeted for a replacement.

- Ford F-250 XLT (gas) for \$27,104.00
- Chevrolet Silverado 2500HD (gas) for \$28,175.00
- Dodge Ram 2500 (gas) for \$28,165.00.
- Dodge Ram 250 (diesel, 2006) for \$34,633.00

Following discussion, Vice-Chairman Leishman made the motion to approve the purchase of the low bid, the Ford F-250 XLT, with the equipment specified in the price quote obtained from Grappone Ford, in the amount of \$27,104.00. Commissioner Murray seconded the motion. All voted in favor. Mr. Anderson’s cost comparison summary is attached to the minutes of this meeting.

Office Area Renovations – Mr. Anderson apprised the commissioners with the office improvements: walls are up, the duct work is being fabricated off-site now, the mason will be on-site 1/8/08 for the windows, the ceiling will be put in at 8’.

Accessory Dwelling Unit Regulation – Mr. Anderson presented the commissioners with the Staff Report prepared December 19, 2007 by the Community Development Department regarding Accessory Dwelling Unit (ADU). Explaining that the ADU regulation has been approved by the Board of Selectmen and will be placed on the 2008 Warrant, Mr. Anderson commented that the commissioners may want to consider whether an entrance fee should be attached to this type of dwelling. The board made no decisions, took no actions and no motions were made on this topic.

**Information Items, Items on Hold, Awaiting Information:**

Odor Control Study – on hold; Superintendent Anderson had nothing new to report.

Milford/Wilton Draft Agreement – on hold; nothing new to report.

Draft Sewer Ordinance– on hold.

**Information Items Requiring No Decisions:**

Final 2008 Water & Sewer Budgets – Superintendent Anderson presented the commissioners with copies of the budget, representing a bottom-line increase of a half-percent, and commented he had received a note from Kathy Bauer that the budget committee will meet on the 9<sup>th</sup>.

Milford/Wilton Interconnection Study – Superintendent Anderson distributed a copy of the October 12, 2007 letter sent by SEA Consultants to Mr. Jim Tuttle, Wilton Commissioner regarding the Engineering Services Agreement, Wilton/Milford Interconnection Planning Project.

**Other Business:**

Superintendent Anderson informed the board he had received a letter from Stantec regarding the Sewer Rehabilitation Project night work performed on South Street in the fall, during which an unmarked concrete encased duct work was encountered and DigSafe personnel had been contacted to investigate what was believed to be abandoned telephone conduit in PVC pipes. Mr. Anderson stated the Milford Police were on detail and Leighton White was seeking \$10,000.00 payment, since the hot mix could not be obtained until the morning. Vice-Chairman Leishman made the motion that Superintendent Anderson discuss the matter with Attorney Drescher and inform the board of his opinion. Chairman Courage seconded the motion. All voted in favor.

Superintendent Anderson presented the commissioners with a copy of the email distributed by Town Administrator Scaife on December 27, 2007 regarding Personnel and Operational Changes.

**Reports of Boards, Commissions & Special Committees:**

Superintendent Anderson said there were no additional reports this evening.

**Future Appointments/Meetings:**

The next meeting of the Water and Wastewater Commissioners will be held at 6:00 p.m. on Monday, January 28, 2008 at 289 South Street, in the Public Works Conference Room.

**Announcements:**

Chairman Courage stated he would not be in town to attend the February 2, 2008 Deliberative Session.

**Adjournment:**

There being no other business before the commissioners, a motion to adjourn was made by Chairman Courage at 8:30 p.m. Commissioner Murray seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

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Robert Courage – Chairman

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Date

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Peter Leishman – Vice Chairman

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Date

\_\_\_\_\_  
Walter Murray – Commissioner

\_\_\_\_\_  
Date