

**Water/Wastewater Commissioners’
Meeting Minutes
January 20, 2015**

Present: Michael Putnam, Chairman
Dale A. White, Vice-Chairman
Robert E. Courage, Member
David Boucher, Director
Evelyn Gendron

Call to Order

Chairman Putnam called the meeting to order at 6:02 p.m.

Non--Public Session

Chairman Putnam made the motion to enter into non-public session at 6:05 p.m. for the purpose of discussing land, per RSA 91-A:3,II(d). Vice-Chairman White seconded the motion. All voted in favor. At 6:15 p.m. Vice-Chairman White made the motion to exit the non-public session and return to the public session. Commissioner Courage seconded the motion. All were in favor. Chairman Putnam announced no decisions had been made during the non-public session.

Decisions

Approval of Meeting Minutes – The commissioners approved three sets of meeting minutes this evening. For the December 23, 2014 meeting: Commissioner Courage made the motion to approve the minutes as presented. Vice-Chairman White seconded the motion. For the January 6, 2015 meeting: Chairman Putnam made the motion to approve the minutes as presented. Vice-Chairman White seconded the motion. For the January 9, 2015 meeting, Commissioner Courage made the motion to approve the minutes as presented. Vice-Chairman White seconded the motion.

Request for Financial Hardship Assistance – 3 Smith Street – The commissioners approved this request with payment stipulations. After Director Boucher explained the financial hardship circumstances and plumbing repairs cited by Ms. Sackos, a review of Ms. Sackos’ correspondence, this account’s billing history and Mr. Boucher’s recommended abatement calculations, Vice-Chairman White made the motion to abate \$614.18 which consists of a water abatement in the amount of \$217.84 and a sewer abatement in the amount of \$396.34 on the condition that Ms. Sackos agree to either immediately pay the remaining balance on this account or agree to immediately enter into a payment arrangement for the current balance since the next quarterly billing would soon be rendered. Chairman Putnam seconded the motion. All voted in favor.

Prospect Tank Proposal – Stantec Consulting – Director Boucher distributed Stantec’s December 30, 2014 agreement to develop bid documents for the removal of the Prospect Hill Water Storage Tank, administer the bidding of the project, and perform construction services. This project will include a three week construction period with 50 hours of part-time construction monitoring. Excluded from this agreement are historical and environmental permitting and property boundary and/or easement surveys. The commissioners look forward to receiving salvage value estimates, to have contract specifications specified in the bid documents, and to utilize in-house personnel for preliminary segments of this project. Vice-Chairman White noted that if the commissioners decide to not take the Prospect Tank off-line, for example, should the NH DES not process the necessary permit(s), then Prospect Tank’s necessary repairs should be made in place of removing the tank. It is the consensus of the Board of Commissioners and Director Boucher that should the tank not be taken off-line, Stantec would be entitled to partial fees estimated through the bid specification documentation stages completed. Following discussion, Commissioner Courage made the motion to authorize Stantec to proceed with preparing project specifications and bid documents as described in the December 30, 2014 agreement at a not-to-exceed price of \$20,000.00. Vice-Chairman White seconded the motion. All voted in favor. Chairman Putnam asked if anyone was opposed. There were no replies. Mr. Boucher will sign and forward the agreement to Stantec to get this project started. Chairman Putnam will contact Mr. Bill Parker, Director of Community Development, and/or Ms. Janet Langdell, Planning Board member, to discuss planned land developments in the vicinity of Prospect Tank.

2015 Town Vote Majority/Minority Reports – The commissioners voted to approve and support the following prepared warrant articles:

Article 4 – West Elm Street Water Main Extension Bond - \$792,000

Vice-Chairman White made the motion to support this warrant article; Commissioner Courage seconded the motion, all voted in favor. The commissioners noted capital reserve accounts would be utilized for contingencies or additional expenses.

Article 7 – Wastewater Treatment Operating Budget - \$1,893,222

Vice-Chairman White made the motion to support this warrant article; Commissioner Courage seconded the motion, all voted in favor.

Article 8 – Water Department Operating Budget - \$1,380,858

Commissioner Courage made the motion to support this warrant article; Vice-Chairman White seconded the motion, all voted in favor.

Article 15 – Teamsters Union Collective Bargaining Agreement - \$16,820

Commissioner Courage made the motion to support this warrant article; Chairman Putnam seconded the motion, all voted in favor.

Discussion/Information Items

West Elm Street Water Main Extension 1/5/15 Rebid Results/Bond Contingency – Director Boucher distributed the email dated today received from Mr. Jeff Kevan, T. F. Moran, citing six business signs located on Elm Street are in the State’s right-of-way in addition to Penguin Mart. Mr. Boucher will contact Mr. Jim Lillis, NH DOT, to find out which six businesses should be contacted about the need to relocate their signs should the proposed water main project be approved at town meeting on March 10. Regarding the 1/5/15 rebid results, Mr. Boucher will send correspondence this week to Park Construction, the low bidder, and copy R. H. White, indicating the Notice to Award will be forwarded after the March 10 town vote regarding this project.

Milford/Wilton Inter-Municipal Agreement – Director Boucher reported he withdrew paragraph 3.7.1, he will send a hardcopy to the Assistant Attorney General tomorrow, he has sent an electronic copy to the NH DES, and the US EPA does not require a copy of the agreement..

Dram Cup Water Storage Tank Rehab Project – Update – The commissioners were apprised of the project progress to the sampling point. Mr. Chris Berg, Wright-Pierce, is compiling a final report. Vice-Chairman White inquired about fire protection. Pennichuck Water is available and would be utilized in the event of a catastrophic situation.

Pool Fill, Ice Rink Billing Credits (tabled during 12/23/14 meeting) – Director Boucher reiterated his position on pool fill credits is the same as during the 12/23/14 meeting: since a lower quarterly billing rate is automatically extended to residents based on the assumption that residential water usage for a pool fill, car wash, ice rink creation, etc., will occur, and since requests for ice rink billing credits are uncommon, he preferred to discontinue individual annually repetitive requests for billing credits. It was the unanimous consensus of the commissioners without a formal vote taken to not alter the current pool fill billing credit practice and to process ice rink billing credits in the same manner as the pool fill billing credits. Chairman Putnam said this topic may be discussed again should the volume of such requests for billing credits increase significantly.

Annual Deliberative Session – The Commissioners and Director Boucher will attend the January 31, 2015 Deliberative session. Mr. Boucher will present the budget and introduce the warrant articles. Chairman Putnam commented that Mr. Boucher has prepared and presented well during previous public forums.

Activities Report & Financial Reports– Reviewed by the commissioners. Mr. Boucher answered the commissioners’ inquiries.

Miscellaneous Water Utilities Department Project Updates – Director Boucher said the Homeland Security grant was approved. He has received quotes and will authorize purchases in accordance with grant parameters.

Future Appointments/Meetings:

The next Commissioners' meeting will be Tuesday, February 3, 2015 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Chairman Putnam moved to adjourn at 7:33 p.m. Vice-Chairman White seconded the motion.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date