

**Water/Wastewater Commissioners’
Meeting Minutes
January 31, 2012**

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

Call to Order:

Chairman Courage called the meeting to order at 6:00 p.m.

Appointments:

Non-Public Session (RSA 91-A:3) (Land) - At 6:05 p.m., Vice-Chairman Putnam made the motion to go into Non-Public Session for the purpose of discussing land, and polled Chairman Courage, and Commissioner White. Commissioner White seconded the motion and all voted in favor. At 6:13 p.m. Chairman Courage made the motion to end the non-public session, seconded by Vice-Chairman Putnam and all voted in favor. Chairman Courage made no announcements.

Brox Property Warrant Articles – At 7:00 p.m., the commissioners welcomed Mr. Bill Parker, Director of Community Development, and John McCormack, Economic Development Advisory Committee. Mr. Parker said they are present this evening to discuss the two 2012 warrant articles that the Board of Selectmen, EDAC, and the Tax Increment Financing District and Advisory Board endorse, which failed last year at Town Meeting. They said they hope to also gain the endorsement of the commissioners for the two warrant articles, which, if passed, should enhance future water and sewer revenue as a result of infrastructure expansion and commercial development. Mr. McCormack said that due to last years’ non-support by the Budget Advisory Committee as well as the stage of commercial development/confidential status of negotiations, they felt the voters had not been sufficiently informed of the situation and advantages, resulting in the articles’ defeat. Upon discussion, Vice-Chairman Putnam made the motion that the Board of Water and Wastewater Commissioners support the two warrant articles discussed. Commissioner White seconded the motion. All voted in favor. The commissioners thanked Mr. Parker and Mr. McCormack and wished them well.

Decisions:

Approval of Final Minutes – Commissioner White made the motion to table the minutes of January 17, 2012, until the February 14, 2012 Board of Commissioners’ meeting. Vice-Chairman Putnam seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the January 2012 Bill Commitment 120131 and for the January 2012 Final Bills issued.

Water/Wastewater Commissioner Meeting Minutes
January 31, 2012

Sewer Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the January 2012 Bill Commitment 120131 and for the January 2012 Final Bills issued.

Septage Receiving Facility Disbursement Request #4 – Superintendent Boucher presented the 4th Disbursement Request received from the NH DES and the associated Weston & Sampson pay requisition to the commissioners for signature. Vice-Chairman Putnam made the motion to approve payment of the NHDES Disbursement Request #4 and the Weston & Sampson pay requisition, in the amount of \$94,387.19 based on the recommendation of Superintendent Boucher. Chairman Courage seconded the motion. All voted in favor. Commissioner White asked Superintendent Boucher to forward to him a table of the Stantec Consulting budgeted vs. actual invoiced dollar amounts. Superintendent Boucher explained Dan Lane's 29.5 hour involvement on this project was during the digging portion of the project and was necessary in lieu of Seth Potter's not being on-site.

Curtis Well River Crossing – Upon review of the Wright-Pierce \$17,600.00 price proposal to prepare bidding documents for the engineering portion of the Curtis Well Direct Drilling Project, for which Capital Reserve Funds will be utilized, Vice-Chairman Putnam pointed out the incorrect wording included on page 2 in the proposal referring to the well cleaning "...between the Milford Water Utilities Department client and Wright-Pierce. Superintendent Boucher said that the document was most likely incorrectly copied and pasted from a previous proposal and that he will request this paragraph's wording be corrected to match the wording in the heading on the first page. He explained the work involved with be the review of all maps and bidding documents, from preparation to final review, and essentially every aspect except the actual drilling work. Commissioner White said that Mr. Chris Berg had said during an earlier meeting that the pricing would not change, yet the price proposal is now \$500.00 higher. Commissioner White made the motion to authorize Superintendent Boucher to contact Mr. Chris Berg at Wright-Pierce to correct the verbiage on page 2, determine the reason for the \$500.00 price increase and, if satisfied with the explanation for the \$500.00 increase, to authorize Mr. Boucher to withdraw \$17,600.00 from the Capital Reserve Fund for payment of the engineering documentation for the Curtis Well direct drilling project as proposed by Wright-Pierce and for Superintendent Boucher to sign as "client." Mr. Boucher agreed to contact Mr. Berg as requested and will let the commissioners know the explanation as to pricing that he receives.

Septage Receiving Sludge Line Installation – Referring to maps, Superintendent Boucher explained the excavation project aspects that the Water Utilities Department is responsible for handling, and said that Halliday's proposed work, at a cost of \$20,000.00, will include carrying the septage line between two buildings, install the odor control and plant water lines and all materials,. Chairman Courage said he is opposed to using departmental equipment to dig deep excavations; Mr. Boucher said the depth was changed to 5 feet when the line was rerouted to the RAS tank, crossing 13 pipes and is a "sensitive dig" since the lines must continue to operate on a non-stop basis. He explained this project is approximately one month ahead of schedule, and the anticipated completion date is July 2012. Superintendent Boucher said that all of the ARRA funds must be used and the building was priced at the amount of the ARRA loan; if any portion of the project is accomplished at a lesser expense, money will be applied to contractors paving instead of in-house personnel doing the paving, and he expects to receive change orders. He will invite Mr. Rene LaBranche to the February 14th commissioners' meeting to answer the commissioners' questions and still to be determined is whether Capital Reserve Funds will be utilized for the septage receiving facility sludge line work. Commissioner White said it was not his understanding that Capital Reserve Funds would be needed for this project. Superintendent Boucher

recalled anticipating that some adjustments and credits would be necessary so that there would be room for contingencies, since the building work costs came in at the loan amount. He asked the commissioners' concurrence that the plan should be to utilize in-house personnel to reduce costs so long as doing so will not delay the project and result in unforeseen costs. It was agreed that it should be safe to dig mid-March, with respect to the current frost line depth. This topic will be on hold until Mr. LaBranche can meet with the commissioners.

Discussion/Information Items:

2012 Water Utilities Performance Reviews - Superintendent Boucher said that he will prepare an updated information sheet for the commissioners to review of his 2011 accomplished objectives and that he expects to receive information from Human Resources to begin the reviews of his staff of 14 employees. The turnaround to Human Resources is the end of February. The commissioners will determine a convenient work session to discuss the Superintendent's annual performance review.

Curtis Well Field - Update - Superintendent Boucher apprised the commissioners with the most recent developments. The cleaning is complete, the wells are on-line and he reported good results for the two wells operating together.

Septage Receiving Facility - Update – Superintendent Boucher apprised the commissioners with the most recent developments. The pre-cast, sectional roof is expected to arrive on Thursday. The framework is being constructed for doors and windows.

Water Storage Tank Cleaning - Update – Superintendent Boucher discussed the reports distributed to the commissioners for their review. It was recommended that the exterior of the Holland Tank be painted and surface cracks repaired, which can be done by in-house personnel after a pressure-washing. Rust was noted on the interior of the Mayflower Tank roof, but otherwise was reported as in great shape and structurally sound.

DPW/WUD Project Coordination – Superintendent Boucher apprised the commissioners of the meeting held with Town Administrator Scaife and Chairman Courage, during which he explained the timeline of his research and discussions with the resident, he offered assistance from the Water Utilities crew when DPW determines the repairs to be undertaken on Willow Street.

Activities Report – Reviewed by the commissioners. Mr. Boucher said that he has received several requests this week from abutters to the Curtis Well Field for permits to walk their dogs without violating the No Trespassing signage, and that the Amherst police are actively patrolling the vicinity, due to the threat of vandalism or illegal dumping. He said he will draft a permit, as recommended by Amherst Police Chief Lyons. Regarding meters larger than 1” that failed testing in 2006, Superintendent Boucher said that he is obtaining the number that failed as well as meter costs. Chairman Courage reminded that the Rules and Regulations language for testing and repairing meters larger than 1” will require review. Commissioner White said that he would like to look into scheduling a hearing.

Financial Report Fund Sheet - Explanations - Superintendent Boucher shared fund sheet information received from Mr. Jack Sheehy, Director of Financial Operations, recently. Commissioner White said he appreciates the self-explanatory details provided at the bottom of the fund sheet columns.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, February 14, 2012 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

A motion to adjourn the regular meeting was made by Vice-Chairman Putnam at 7:48 p.m. Commissioner White seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date