

**Water/Wastewater Commissioners’
Meeting Minutes
February 4, 2014**

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

Call to Order

Chairman Courage called the meeting to order at 5:22 p.m.

Decisions

Meeting minutes of January 21 and the work session of January 29, 2014 will be placed on the February 18, 2014 meeting agenda for approval.

Majority reports prepared by Director Boucher regarding the 2014 Water Utilities Department Warrant Articles were reviewed. Commissioner Putnam made the motion to approve with one amendment. Vice-Chairman White seconded the motion. All voted in favor. Mr. Boucher will forward the majority reports to Mrs. Tina Philbrick, Executive Assistant.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the January 2014 Bill Commitment 140131 and for the January 2014 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the January 2014 Bill Commitment 140131 and for the January Final Bills issued.

Discussion/Information Items:

Dram Cup Renovation – Mr. Boucher distributed a letter he received yesterday regarding a new “buy American” project loan requirement relative to the Septage Receiving Facility, which he had forwarded to Mr. Chris Berg, Wright-Pierce, as he will advertise locally in accordance with water storage tank loan application forms. Chairman Courage said Mr. Boucher will soon solicit Request for Proposals (RFPs) from four engineering companies to assemble cost estimates for the 10-year Water and Sewer Capital Improvement Plan (CIP) which will be helpful with planning future belt filter press operations and studying financial data relative to scheduling a public hearing in August or September to consider a sewer rate increase effective January 1, 2015. Mr. Boucher distributed information about Weston and Sampson, the engineering company which recently built the septage receiving facility in Milford. Mr. Boucher said at the next commissioners’ meeting he will distribute an RFP for review and discussion.

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Water Utilities Department Director 2014 Goals – Mr. Boucher’s briefly explained the list of goals achieved during 2013, a preliminary list of goals to be accomplished during 2014, and welcomed the commissioners’ feedback and additions at a future meeting. He mentioned receipt of price quotations for upgrading security systems at two pump stations. Specifications will be prepared to solicit bids for improving portions of the facility’s pavement areas.

Activities Report & Miscellaneous Projects – the activities report was reviewed by the commissioners. Commissioner Putnam inquired whether updates to any policies or procedures, fees, rules and/or regulations at the commissioners’ level should be considered. Vice-Chairman White said the septage receiving fees should be reviewed when septage expands beyond Milford and Wilton, which Mr. Boucher expects will occur by the end of February. Other goals include compost operations and odor issues, continued goals regarding the West Elm Street water main extension, and completing the belt filter press replacement costs and sewer rate study by July. Commissioner Putnam said discussion along these topics will facilitate decision-making at the commissioner level. Chairman Courage inquired when the container will be delivered to the Water Utilities Department for transporting sludge to the Merrimack Wastewater Treatment Facility. Mr. Boucher said before the end of February. He will contact the Superintendent of the Merrimack facility and the Merrimack Town Manager tomorrow to arrange a meeting to discuss the sludge transportation agreement further. Vice-Chairman White inquired of updated plans from T.F. Moran. Mr. Boucher said the surveying is complete. Mr. White said the Souhegan Street patch will require more attention when the weather allows. Mr. Boucher said the sanitary sewer system on Souhegan and Beech Streets will be slip lined.

Future Appointments/Meetings:

The next regular Commissioners’ meeting will be Tuesday, February 18, 2014 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Vice-Chairman White made the motion to adjourn the meeting at 6:08 p.m. Commissioner Putnam seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date