

**Water/Wastewater Commissioners’
Meeting Minutes
March 3, 2008**

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

Call to Order:

Chairman Courage 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:

Mr. Rolf Bremer, 309 Nashua Street – Mr. Anderson presented the commissioners with the letter dated February 27, 2008 received from Mr. Bremer along with the property’s historical billing details. Mr. Bremer explained he believes the water bill is incorrect for the vacant 309 Nashua Street property he has owned 30 years, which is currently for sale. He said he is at the property every day, which is locked nightly, and that the building has no tenants. He said water meters are installed at an ice machine and in the warehouse, there are no outside faucets and that the water was turned off about 30 days ago. Superintendent Anderson explained that the mechanical and electronic system readings match, indicating that approximately 162,000 gallons of water had been used and accurately billed. Upon further discussion, Commissioner Murray suggested the matter be discussed after turning the water back on for a 30-day trial period and seeing the meter results. Mr. Bremer, Chairman Courage, Vice-Chairman Leishman, and Superintendent Anderson were in agreement.

Decisions:

Approval of Final Minutes – Commissioner Murray made the motion to approve the minutes as presented for the meeting held on February 11, 2008. Chairman Courage seconded the motion. All voted in favor.

Water Users Fee/Tax Collector's Warrant – Commissioner Murray made the motion to approve this document as presented, amounting in all to the sum of \$100,216.17 for the February 2008 Commitment 080229, and \$463.50 for the February 2008 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. Chairman Courage seconded the motion. All voted in favor.

Sewer Users Fee/Tax Collector's Warrant – Commissioner Murray made the motion to approve this document as presented, amounting in all to the sum of \$117,805.58 for the February 2008 Bill Commitment 080229, and \$508.06 for the February 2008 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. Chairman Courage seconded the motion. All voted in favor.

Discussions:

Final Payment Requests – Elm Street Water Main & Wastewater Outfall Project - Mr. Anderson presented the commissioners with two final application for payment documents received from Park Construction Corporation: one to close out the Elm Street Water Main Improvement Project and the second to close out the Wastewater Effluent Outfall Upgrade Project. Vice-Chairman Leishman made the motion to approve closing the two projects by authorizing Superintendent Anderson to process a payment in the amount of \$12,969.70 for the Elm Street Water Main Improvement Project, and to process a payment in the amount of \$5,700.00 for the Wastewater Effluent Outfall Upgrade Project.

Wastewater Facility Energy Audits – Mr. Anderson presented the commissioners with the proposal received from SEA Consultants to conduct a partial energy study. He noted that Keyspan Energy had previously audited the administration building systems for cost-saving measures, that lighting had already been upgraded, and despite the existence of rebate programs, he is comfortable with current configurations and does not recommend expending funds for an energy audit at this time. Commissioner Murray agreed.

Water/Wastewater Mutual Aid Program – Upon explanation from Mr. Anderson that Milford's insurance would be secondary to policy coverage of other towns when offering assistance, Chairman Courage made the motion to authorize Superintendent Anderson to enter into an agreement with the state for the Water/Wastewater Mutual Aid Program, with a joining fee of \$25 annually. Vice-Chairman Leishman seconded the motion. All voted in favor.

Curtis Well Upgrade – Engineering Proposal – Superintendent Anderson presented the commissioners with the letter dated February 14, 2008 in which Stantec estimated the costs associated with the list of design tasks in order to bring the engineering documents to 90% of construction plans, including meetings, specifications and bidding documents, regarding the Curtis Well Pump Station Upgrade. Mr. Anderson explained tasks totaling \$3,700 will be removed, reducing the estimate to approximately \$21,000.00. Chairman Courage said he is interested in just a poster board of the preliminary design plan, and engineering estimate for upgrade costs, with 50% plans and specs. Mr. Courage asked Mr. Anderson to contact Mr. LaBranche at Stantec to explain what we are looking for, and to feel free to contact Wright-Pierce and Underwood Engineers as well.

Water Main Extension Request from Pennichuck Water – Superintendent Anderson distributed two maps and page 4-24 of the Water Master Plan and Rate Study dated May 2001 describing two South Loops, Sections 1 and 2. There are many benefits to looking at the proposed South Loop and exploring potential grant funds. The proposed water main extension is approximately 4500' from where it ends of Emerson Road. Mr. Anderson said a meeting to discuss this matter further has been arranged for Wednesday, March 12, 2:00 p.m. with Don Ware of Pennichuck, to be held in the Water Utilities conference room. Vice-Chairman Leishman said he will be unable to attend this meeting.

Water Exploration – Meeting with NH DES – Chairman Courage said an agenda is needed to schedule a meeting with Harry Stewart of the NH DES to continue water exploration discussions regarding the Cleaves site initiated last fall. The date and time should accommodate Vice-Chairman Leishman's schedule. A draft agenda will be presented at the next meeting. Mr. Anderson is expecting the draft interconnection study with the Town of Wilton, including costs, from SEA by the end of March. Mr. Courage reminded everyone the two Curtis Wells have been in service 25 years and is Milford's only ground water supply.

Information Items, Items on Hold, Awaiting Information:

Odor Control Study – Superintendent Anderson stated he is expecting to receive a final report by the end of March.

Milford/Wilton Interconnection Study – Superintendent Anderson stated he is expecting to receive a report by the end of March.

Milford/Wilton Draft Agreement – Mr. Anderson stated Mr. Boucher, Lab Supervisor, has categorized the inter-municipal documents in chronological order, less the document signed in 1981.

Information Items Requiring No Decisions:

PUC Letter, South Street – Superintendent Anderson presented the commissioners with the letter dated February 22, 2008 from Stantec Consultants to the NH Public Utilities Commission regarding the undocumented telephone duct bank discovered on South Street in the fall of 2007 in which an investigation into the incident is requested.

Delinquent List – Superintendent Anderson distributed the current list of delinquent water/sewer accounts and provided explanations for ease in interpretation of the data.

Influent Screen – Superintendent Anderson provided an on-screen presentation to the commissioners of the recently purchased influent screen in action.

Reports of Boards, Commissions & Special Committees:

Superintendent Anderson said there were no additional reports this evening.

Other Business:

Superintendent Anderson presented the commissioners with a pay requisition #3 prepared by National Water Main Cleaning Company regarding the Sewer Collection System I/I Removal, Phase 1 project, along with Stantec's cover letter indicating the estimate was modified for item #12, and that payment for item #16, under Change Order #1 was removed, as it is currently under review by the town. Commissioner Murray made the motion to approve payment to National Water Main Cleaning Company in the amount of \$43,151.85 for the Sewer Collection System I/I Removal project, as recommended by Stantec. Vice-Chairman Leishman seconded the motion. All voted in favor.

Superintendent Anderson presented the commissioners with correspondence received from Brown, Olson and Gould.

Superintendent Anderson informed the commissioners that annual performance reviews for Water Utilities Department personnel would be forwarded to Human Resources on February 28, 2008. He shared the recommended average wage increase percentages for union/non-union employees. Upon the commissioner's review, Chairman Courage authorized Ms. Gendron to forward Superintendent Anderson's performance review to Human Resources.

Future Appointments/Meetings:

The next meeting of the Water and Wastewater Commissioners will be held at 6:00 p.m. on Monday, March 24, 2008, at 564 Nashua Street, in the Water Utilities Conference Room.

The Town Vote proceedings will occur on Tuesday, March 11, 2008 at the Milford Middle School on Osgood Road.

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

Walter E. Murray, Jr. – Chairman

Date

Robert E. Courage – Vice Chairman

Date

Peter R. Leishman – Commissioner

Date