

**Water/Wastewater Commissioners’
Meeting Minutes
April 12, 2011**

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:

The Milford Commissioners welcomed Mr. Jim Tuttle and Mr. Bob Duquette, Wilton Sewer Commissioners. Mr. John Jowders, also a Wilton Sewer Commissioner, was unable to attend tonight’s meeting. Chairman Courage said that Superintendent Boucher learned that the Milford Septage Receiving Facility Project hadn’t yet appeared as a Governor’s Council Meeting Agenda item, despite having furnished the required paperwork, and it was hoped the project would be on the next Governor’s Council Meeting agenda in two weeks. Commissioner White offered to follow-up on this. Referring to the project’s financial sheet, Chairman Courage explained that project funds will be borrowed up front, the septage receiving facility will be built, and the first payment will be due one year following the date of project completion. Milford and Wilton would each pay one half of the first payment, with grant funding being paid when the first payment comes due, fulfilling the state’s 50% payment obligation, and we would pay the remaining 50% of the project costs plus interest over 20 years. Wilton’s responsibility is for 14.89% of the project costs, and 85.11% for Milford, with annual payments to be split as Wilton paying \$5,984.00 annually and Milford paying \$34,208.00 annually, for a combined total of \$40,192.00. Commissioner White confirmed the loan rate will be 2.864%. Chairman Courage said that upon the Governor’s Council approval of the project funding, a meeting will be held with the consulting firm to assign some of the work to be done by in-house personnel and to make some minor changes on the processing end, not significant changes affecting costs. Superintendent Boucher delivered a brief overview of the septage receiving facility project design plans to the Wilton Sewer Commissioners. Chairman Courage said construction is expected to begin 3 – 4 weeks following funding approval, with the first payment expected to be in 2012, one year after project completion. Mr. Tuttle and Mr. Duquette were thanked for attending tonight’s meeting.

Decisions:

Approval of Final Minutes – Commissioner White made the motion to approve the minutes of the meeting held March 29, 2011. Vice-Chairman Putnam seconded the motion. All voted in favor.

Water/Wastewater Commissioner Meeting Minutes
April 12, 2011

Water Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the March 2011 Bill Commitment 110331 and for the March 2011 Final Bills issued.

Sewer Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the March 2011 Bill Commitment 110331 and for the March 2011 Final Bills issued.

21 Mayflower Drive – Reimbursement Request – Superintendent Boucher said that Mr. Sites' letter seeking reimbursement for work done on his property as a result of a water main break had been resubmitted to Mrs. Purcell at Primex and the claim was reviewed and denied a second time, citing the Town has "discretionary function immunity" and although it may not have been the best materials nor the best decision to approve the project back then, with the materials that were on hand, so long as the decision was made in good faith, the town is immune from liability. He said he was told that the materials had lasted 50+ years, that no one new ahead of time that the pipe was going to break, and to keep in mind that the homeowner has insurance and that the town had covered the cost of the building repairs and the cleaning costs, but that he doesn't want to submit it. His insurance does not cover content damage, and she recalls it being very minimal, some rugs, an old TV stand, and she said you can pay whatever you want, it is up to the Town, she said you could keep in mind that you only owe actual cash value, for example if the TV stand is 10 years old, you are only liable for a 10 year old TV stand, not a new one. Commissioner White said it is his opinion that if the homeowner has insurance and has chosen the deductible amount, he should submit a claim to his insurance company. Mr. Boucher said he was told by the homeowner's insurance agent that a claim had not been submitted, that the homeowner's policy has a \$1,000.00 deductible, and that the cost of damages and the cleaning totaled approximately \$1,360.00. The commissioners acknowledged that the homeowner has no recourse to collect on his insurance claim because of the deductible amount. Superintendent Boucher said that the in-house personnel will help repair the rock wall and repave the driveway. Vice-Chairman Putnam made the motion to pay half of the \$1,000.00 and have Superintendent Boucher write a letter to the homeowner citing that there will be no future consideration of additional claims, and that the homeowner should sign an agreement in return for the \$500.00. Commissioner White seconded the motion. All voted in favor.

Financial Transfers – Superintendent Boucher said that he has two transfers to be approved: one is for transfer out of capital reserve, in the amount of \$100,000.00, for the Curtis Well #2A, which was circulated for signature as Chairman Courage explained it was to pay for construction of the well and its appurtenances so that rather than submitting individual invoices to the Trustees of the Trust Fund, a separate account is to be set up for payments to be withdrawn, and the account payments can be easily tracked. Mr. Boucher said that the second transfer, in the amount of \$50,000.00, is for the meter replacement program, for money that had been expended out of the budget and is requested to be taken out of capital to replace the money spent out of budget for the water meter program, as the appropriations report currently indicates that the line item has been over-expended by 109%.

Information Items Requiring No Decisions

WWTF Laboratory Inspection – Mr. Boucher explained that inspectors were on-site for two days last week to inspect the facility and sample the effluent. The result is that Milford passed without deficiencies. Commissioner White congratulated Mr. Boucher on the successful inspection.

Wastewater Operations Foreman Position Filled – Mr. Boucher reported that the successful in-house candidate for this position is James Soucy and that Mr. Soucy’s Maintenance Mechanic position, now vacant, will be posted in house, in the Telegraph and Union Leader, on the LGC and NEWEA web sites, and the Berlin Technical College’s professor of the on-line wastewater courses has been emailed.

Curtis Well Status Update – The email sent today by Chris Berg, Wright-Pierce, was reviewed.

Union Street Water Main Replacement Project – Project elements discussed included agreement that this project should be undertaken when school is out for summer vacation and traffic is a lower volume, perhaps after July 4th, that on-going pre-construction meetings should be held to ensure efficiency, and that the in-house staff should do the work while equipment such as an excavator, loader, compactor, small roller and 10 wheel trucks should be hired. Vice-Chairman Putnam said three bids could be pursued so that costs/savings could be reviewed. Commissioner White said there could be savings since he is seeing that contractor pricing currently is below low. Chairman Courage said the town specs for pipes are good, that a scope of work and quotes from qualified contractors could be discussed during a future meeting as the start date will probably be in July.

Activities Report – Reviewed by the Commissioners. Superintendent Boucher said he will speak with Mr. Ruoff, DPW Director, regarding the grading of the Curtis Well access road and that he will contact Mr. Sheehy, Director of Financial Operations, regarding the rate study.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners’ meeting will be held at 6:00 p.m. on Tuesday, April 26, 2011 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

A motion to adjourn the regular meeting was made by Vice-Chairman Putnam at 7:40 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

Water/Wastewater Commissioner Meeting Minutes
April 12, 2011