

**Water/Wastewater Commissioners’  
Meeting Minutes  
April 13, 2010**

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

**Call to Order:**

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

**Appointments:**

Mr. Buskey – Water Entrance Fee Payment Plan Request - Chairman Courage welcomed Michael A. Buskey, present this evening to seek approval of a waiver of the water entrance fee of approximately \$900 or be granted a payment plan for the costs associated with the planned plumbing upgrade and connection to town water to be performed at his 257 Mason Road residence. Upon discussion, Chairman Courage made the motion to grant Mr. Buskey’s request for a payment plan in the amount of \$75.00 per month toward the collection of water entrance fees for his residence at 257 Mason Road, and the purchase of a meter horn will be itemized in addition to water usage billing. A payment plan agreement will be drafted for Mr. Buskey’s review and signature and these details will be communicated to the Community Development Department. The first payment will be included with the west Milford billing cycle, with meter readings occurring May 1<sup>st</sup>. The actual bill will be generated and mailed at the end of May, with quarterly billing thereafter. Commissioner White seconded the motion. All voted in favor. Mr. Buskey thanked the commissioners.

Mr. Bruce Dickerson – Information Technology Connectivity Issues – Chairman Courage welcomed Mr. Dickerson, invited this evening to explain the recent communication tower failures that disabled the telephones and computer system at the Water Utilities Department between March 23 and March 26, and his plans for preventing the frequency of the long-term intermittent voice “cut outs” when the telephone system is operational, as well as the frequent disconnection of the Munis database. Mr. Dickerson explained his research and installation of the new wireless technology at the Water Utilities Department to communicate with the antennas located at Town Hall and the Riverside Cemetery, the impact of weather upon the current configuration, as well as the recent failure and replacement of the antenna. Still needed, said Mr. Dickerson, is a redirection of the antenna’s orientation and a confirmation of the metered strength, which he hopes will occur within the next two weeks with the assistance of a representative from another company, Brandywine, as well as the installation of a Comcast cable modem system, VPN, and firewall as the back-up communication system, should future communication problems arise with the wireless antenna. Having some experience with companies that install wireless communication equipment, Commissioner White inquired about the Azimuth wireless orientation of the signal path, size of the antenna, and asked who prepared the antenna specifications. Mr.

Water/Wastewater Commissioner Meeting Minutes  
March 30, 2010

White will forward contact information of the Vermont-based Prescott Company to Mr. Dickerson as an additional resource for wireless communication information beyond line-of-sight. Mr. Dickerson explained that his schedule has been stretched “razor thin” recently due to personnel staffing changes, and wants to give one more shot at utilizing a “third man” at a fair price, this time using a cell phone for better sighting/antenna adjustments between the Water Utilities Department and Town Hall. Chairman Courage said he can appreciate the schedule constraints Bruce has been faced with yet he must reiterate that the Water Utilities communication needs should be given very high priority and that he had been aware of connection problems while Mr. Anderson was the Superintendent. The commissioners thanked Mr. Dickerson for his efforts to resolve the issues, and for making the accommodations at Town Hall so that the water/sewer payments could be entered into Munis and water customers could be reached by telephone.

Mrs. Jessica Hardwick – Billing Department Coverage/Jobsharing – Mrs. Hardwick explained her interest in working at home would allow her to complete projects such as the review of 70 – 180 page consumption reports, and to assist the part-time billing clerk remotely with Munis issues, as they would be able to see the same screens. Mr. Dickerson explained the “log me in” software security, and Mrs. Hardwick explained that customer privacy would not be compromised. Upon discussion, Vice-Chairman Putnam made the motion to table this issue until the return of Superintendent Boucher. Commissioner White seconded the motion. All voted in favor.

### **Decisions:**

Approval of Final Minutes – Vice-Chairman Putnam made the motion to approve the minutes of the meeting held on March 30<sup>th</sup>. Commissioner White seconded the motion. All voted in favor.

Abatement Request – 52 North Street – Vice-Chairman Putnam made the motion to approve this abatement request as presented, in the amount of \$21.49, due to a clerical error resulting in a duplicate invoice being issued. Usage to be abated is 25 cubic feet. Commissioner White seconded the motion. All voted in favor.

Abatement Request – 7 Cottage Street – Vice-Chairman Putnam made the motion to approve this abatement request as presented, in the amount of \$1.42, because the customer said the original invoice had not been received. Chairman Courage seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the March 2010 Bill Commitment 100331 and for the March 2010 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the March 2010 Bill Commitment 100331 and for the March 2010 Final Bills issued.

Abba vs. Hayes Pump & Cancellation Cost –Commissioner White will speak with Mr. Dargie in the Water Utilities Department for more information. This topic will be tabled until the next meeting.

**Discussions:**

Meter Socket at Curtis Well –Vice-Chairman Putnam will go to the Curtis Well to verify that the electricity can be shut off individually without building code violations and if so, an electrician should be able to safely raise the meter socket by two feet and thereby save costs in the future when power must be temporarily disconnected. This topic will be discussed at a future meeting.

Septage Receiving Project Update – Documents have been received for the 5/5/10 bid opening.

Bill Parker's Request for Commissioner Attendance at 4/14/10 Meeting re: Infrastructure Improvements - Upon discussion, Chairman Courage and Commissioner White will attend and discuss project priorities, relocation of hydrants, etc.

Bill Ruoff's Request for Commissioner Input re: Johnson Street 4" Water Main Replacement - Upon discussion, Mr. Young of the Water Department will perform flow tests and submit results to the next Commissioner's meeting.

Scarborough Lane – Upon discussion, Vice-Chairman Putnam said that this topic is moot point as the Fire Department is satisfied with connections and the desired addition has been approved.

**Information Items:**

Activity Reports – Reviewed by the commissioners.

**Future Appointments/Meetings:**

The next meeting of the Water and Wastewater Commissioners will be held at 6:00 p.m. on Tuesday, April 27, 2010 at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

A motion to adjourn was made by Vice-Chairman Putnam at 7:45 p.m. Chairman Courage 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