

**Water/Wastewater Commissioners’
Meeting Minutes
April 26, 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.

Decisions:

Approval of Final Minutes – Vice-Chairman Putnam made the motion to approve the minutes of the meeting held April 12, 2011. Commissioner White seconded the motion. All voted in favor.

Water/Sewer Entrance Fee – Updated Calculation –

Mr. Boucher said updated entrance fees require approval by the Board of Commissioners. Superintendent Boucher distributed the memo dated April 13, 2011 prepared by Mr. Jack Sheehy, Director of Financial Operations, which states that the 2009 values of the water and sewer system is complete, that the commercial and residential water and sewer entrance fees need to be updated, lists the current/revised fees, and includes the supporting calculations as follows:

	<u>Current Fee</u>	<u>Revised Fee</u>
Water Entrance Fee – Residential	\$ 892.17 per unit	\$1,118.25 per unit
Water Entrance Fee – Commercial	\$ 5.26 per GPD	\$ 7.11 per GPD
Sewer Entrance Fee – Residential	\$1,391.95 per unit	\$1,677.26 per unit
Sewer Entrance Fee – Commercial	\$ 9.01 per GPD	\$11.30 per GPD

Vice-Chairman Putnam made the motion to accept the updated commercial and residential water and sewer entrance fees as calculated by Mr. Sheehy. Commissioner White seconded the motion for discussion. Commissioner White questioned whether these increases in fees were involved with the most recent rate study information. Superintendent Boucher explained these calculations/figures are different from the rate study, and explained that the reason for these entrance fee increases amounting to 20% - 35% is because they hadn’t been updated since 2008 and is based on the total number of residential users, which has seen an increase, outstanding debt, and other factors explained in Mr. Sheehy’s entrance fee calculations. Vice-Chairman Putnam said that property assessment values also factor into the calculations. Mr. Boucher confirmed that water meter installation and inspection costs are included in the fee schedule. Chairman Courage said that system-available, capacity-based entrance fee calculations which are defensible in court had replaced the old impact fee calculations in 2007 resulting from advice from Attorney Drescher and from the sewer rate study submitted by the Town’s

engineering consulting firm, and that the entrance fee formula updates made by the Director of Financial Operations reflect depreciation and new investments, as is the practice in many businesses. Following this discussion, Vice-Chairman Putnam's motion was unanimously approved.

Septage Receiving Facility: 4/27/11 Governor Council Agenda Item #38 – Mr. Boucher said that this agenda item for the Governor's Council meeting scheduled for tomorrow was confirmed, and that he received a phone call from Mr. James Tilley from the NH DES regarding an update to the person(s) authorized to sign off on monies to be received for this project, since the previous Chairman, Mr. Walt Murray, was on record with the NH DES. Mr. Boucher said that an update to the title of the position of the Board of Commissioner's Chairman would be acceptable, versus entering a Board member's name. Mr. Boucher said that only one person needs to sign for any loan disbursement requests and project certification requests. Commissioner White made the motion to authorize the Chairman of the Milford Board of Water and Sewer Commissioner to sign Septage Receiving Facility project loan disbursement requests and project certification requests as suggested by Mr. Tilley. Chairman Putnam seconded the motion. All voted in favor.

Mr. Boucher said that he would contact Mr. LaBranche of Stantec Consulting to verify whether any public comments had been received concerning the project's environmental review while it was in place, adding that the Water Utilities Department had not received any comments directly.

New Curtis Well #2A Project Update – Mr. Boucher said an email received from Mr. Chris Berg, Wright-Pierce, dated April 26, 2011 was distributed for the commissioners' review which outlined the status of the well and pump installations, the conduit and the electrical instrumentation. Mr. Gary Smith had stopped by the superintendent's office and said he expected tomorrow's pumping rate to increase to 600 gallons per minute, and that a five-day pump test was tentatively scheduled to occur next Wednesday or Thursday. Mr. Boucher noted that within the email received from Mr. Berg was the fact that the Denis L. Maher Company had forwarded a price quote with a total price of \$21,902, which is \$2,000 higher than the original budget price of \$19,000. Commissioner White inquired about contract exclusions and disclaimers. Reasons for the cost increase were discussed, with Superintendent Boucher explaining that the transducer requirement followed after the original estimate and that the pitless adapter needed to be raised a couple feet. Upon discussion, Vice-Chairman Putnam made the motion to authorize Wright-Pierce to have the well contractor install the well pump and accessories for a not-to-exceed price of \$21,902.00 as a change order to the existing well installation contract. Chairman Courage seconded the motion. All voted in favor. Mr. Boucher said that he would reply to Mr. Berg's email, and that he had reviewed the Wright-Pierce draft document for contractor specifications, which Wright-Pierce will distribute to electricians of the Town's choice as bid documents, with an allowance of two weeks for responses. Upon Vice-Chairman Putnam's review of the "boiler plate" document, he made the motion to approve. Commissioner White seconded the motion. All voted in favor.

Vice-Chairman Putnam made the motion to approve awarding the electrical conduit installation work to the lowest bidder. E.J. Prescott, H.R. Prescott and Velano Brothers are the bidders on the required water main piping and appurtenances for the new well #2A Project. Chairman Courage seconded the motion.

Discussion/Information Items:

21 Mayflower – Request for Reimbursement Update – Mr. Boucher said that this is a closed matter since the letter prepared by the billing clerk had been agreed upon with a signature.

Activities Report – Reviewed by the Commissioners. A new paving schedule has been prepared by DPW and will be shared with Superintendent Boucher.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners’ meeting will be held at 6:00 p.m. on Tuesday, May 10, 2011 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

A motion to adjourn the regular meeting was made by Vice-Chairman Putnam at 7:55 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