

**Water/Wastewater Commissioners’
Meeting Minutes
May 10, 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 – Tabled until the meeting to be held on May 24, 2011.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the April 2011 Bill Commitment 110429 and for the April 2011 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the April 2011 Bill Commitment 110429 and for the April 2011 Final Bills issued.

Discussion/Information Items:

Union Street Water Main Replacement Project – Superintendent Boucher said that this project is expected to commence after the school year/bus schedule ends June 24th although the actual date the project will begin has yet to be determined. Early activities being planned include connection of the temporary water service lines, obtaining pricing, and Mr. Jim Young, the Water Foreman, present for this evening’s discussions, said he will update the inventory list and expects the project may take approximately six weeks including paving, and that the intersections will progress slower than other areas. Commissioner White suggested various equipment rental companies and offered to assist with specifying sizes of heavy equipment. Mr. Boucher is aware that Mr. Riendeau of the Public Works Department is updating the June 2011 paving schedule and he will request a copy of the schedule, and additional manpower for this project may be needed for heavy equipment operation. Mr. Boucher plans to draft a schedule with overlapping project dates and goals, working around planned vacation schedules and using cross-trained staff, after he speaks with Mr. Riendeau.

Sewer System Rehabilitation Project - Commissioner White inquired about the Collection System crew working on Dearborn Street, since it wasn't part of the original plan. Mr. Boucher explained that as a result of the originally planned sewer main cleaning, two areas were determined to not require slip-lining, therefore a 10" section on Dearborn Street could receive attention. The Commissioners expressed appreciation for the Collection System Foreman's efficient handling of the multi-street Sewer System Rehabilitation Project. Commissioner White suggested that once the project costs and savings has been tabulated, the information may be helpful to post onto the website and have available at next year's town meeting.

Sewer Rate Study – Mr. Boucher said his portions of the sewer rate study have been completed and emailed to Mr. Jack Sheehy, Director of Financial Operations, for financial sections to be completed.

New Curtis Well #2A Project – Mr. Boucher reported that the bid opening was today the Curtis Well #2A project's electrical work, with three bidders submitting:

\$33,297.30	Wilson Electric
\$27,200.00	George. A. LaFlamme Electric
\$38,300.00	Custom Electric

Upon discussion, Vice-Chairman Putnam made the motion to award the electrical and instrumentation for the new Curtis Well #2A project to the low bidder, Gerard LaFlamme Electric, and as recommended by Mr. Chris Berg, the Wright-Pierce engineering consultant working on this project. Commissioner White seconded the motion. All voted in favor. Mr. Boucher will process the Notice of Award paperwork signed by Chairman Courage with Mr. Berg and LaFlamme Electric. Pump and pipe parts are expected to be received by May 25th, and the commissioners will be notified when the first pre-construction meeting will be scheduled. The benefits of converting to a chlorine tablet system versus using sodium hypochlorite was discussed; pricing is needed, and Mr. Boucher will obtain information from Wright-Pierce.

HVAC – Mr. Boucher informed the commissioners quotes will be obtained to replace the Trane air conditioner unit located on the roof which controls the laboratory and administration side of the facility.

Septage Receiving Facility Update Project – Mr. Boucher said he has received the Notice to Proceed documentation from Stantec Consulting; he will invite Mr. Rene LaBranche to attend the Board's next meeting, on May 24th, to arrange a meeting regarding the septage facility's process drawings, and be sure that Mr. LaBranche schedules a meeting with reps from the George Laflamme Electric Company regarding the Curtis Well #2A project.

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

Joint Service Committee – Vice-Chairman Putnam said he will attend and represent the water/sewer departments at a meeting Thursday evening, and that this committee was chaired by the Town Moderator to study cost containment and central purchasing options between the town and the school district.

Sludge Handling – Mr. Boucher said he will obtain concise information and a price quote from White Mountain Resources regarding sludge handling options.

Financial Statements – Mr. Boucher said he would contact Mr. Sheehy to request updated cash balance information.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners’ meeting will be held at 3:00 p.m. on Tuesday, May 24, 2011 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

A motion to adjourn the regular meeting was made by Commissioner White at 7:20 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