

**Water/Wastewater Commissioners’
Meeting Minutes
May 13, 2014**

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

Call to Order

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

Non--Public Session

Vice-Chairman White made the motion to go into non-public session at 6:00 p.m. for the purpose of discussing land, per RSA 91-A:3,II(d). Commissioner Courage seconded the motion. All voted in favor. At 7:05 p.m. Vice-Chairman White made the motion to exit the non-public session and return to the public session. Commissioner Courage seconded the motion. All voted in favor. Chairman Putnam announced that the decision was made during the non-public session to seal the non-public meeting minutes.

Decisions

Approval of Meeting Minutes – Vice-Chairman White made the motion to approve the minutes of the April 29, 2014 meeting with amendments. Commissioner Courage seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the April 2014 Bill Commitment 140430 and for the April 2014 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the April 2014 Bill Commitment 140430 and for the April Final Bills issued.

Selection of Engineering Firm – Comprehensive Wastewater Facilities Plan and Sewer Rate Study – Following Director Boucher’s review and summary of the four sealed bid responses opened during the April 29, 2014 commissioners’ meeting, he recommended Underwood Engineers be awarded this project. Chairman Putnam invited Commissioner Courage to share his longstanding working knowledge of the four engineering companies, their staff members, and water/wastewater expertise. Following discussion, Vice-Chairman White made the motion to award the Comprehensive Wastewater Facilities Plan and Sewer Rate Study project to Underwood Engineers at a not-to-exceed price of \$44,800.00 based upon Underwood Engineers’ proposal. Commissioner Courage seconded the motion. All voted in favor. Commissioner Courage will attend the pre-construction meeting that Mr. Boucher will schedule. Vice-Chairman White said that oversight of facilities comprehensive plan deadlines is very important. Director Boucher agreed the timeline success for the facilities plan is crucial in order to meet the sewer rate study deadlines.

Discussion/Information Items:

Septage Receiving – Surrounding Towns – Director Boucher circulated draft correspondence to be sent to the Milford permitted septage haulers explaining the terms of expanding the septage receiving program to the towns neighboring Milford effective May 14, 2014. The letter explains that if analysis results indicate that the increased septage receiving activity is hindering copper removal efforts in order to comply with NPDES permit limitations, it will be necessary to discontinue accepting septage from towns outside of Milford and Wilton. Following discussion, Chairman Putnam made the motion to authorize Director Boucher’s to distribute the letter. Commissioner Courage seconded the motion. All voted in favor.

West Elm Street Surveying & Engineering Project Update – Director Boucher said maps will be available next week and will be shared with the state and the railroad company.

Water Utilities Department – Facility Paving – Director Boucher distributed the draft bidding notification that will be sent to three paving companies for work to commence at the Water Utilities Department on or before June 16, 2014. Following discussion, Chairman Putnam made the motion to authorize Director Boucher to forward correspondence to Continental Paving, DLB Paving, and Brox inviting sealed bids to be opened at the Water Utilities Department at 2:30 p.m. on Tuesday, May 27, 2014. Commissioner Courage seconded the motion. All voted in favor. Mr. Boucher will confirm with the Boston and Maine railroad company the distance from the tracks that the pavement can be applied.

Department of Labor Safety Inspection Response Letter – Director Boucher distributed the correspondence he forwarded to Mrs. Tina Philbrick, Executive Assistant to the Milford Board of Selectmen and Town Administrator Scaife containing photographs and explanations of the corrective actions taken at the Water Utilities Department as a result of the recent Department of Labor Safety inspection. He reported that the Water Utilities Department’s information will be combined with the Town Hall departmental responses and submitted together this week to the Department of Labor. Chairman Putnam noted for the record that the Board of Selectmen was pleased with the timely, proactive building/maintenance activities of the Water Utilities staff.

Activities Report – Reviewed by the commissioners.

Miscellaneous Water Utilities Department Project Updates – Director Boucher informed the commissioners of the road paving activities to be undertaken by the Public Works Department, beginning with grinding work the evening of May 19th. Water Utilities Department staff will raise manhole structures and gate boxes prior to the paving.

Future Appointments/Meetings:

The next regular Commissioners’ meeting will be Tuesday, May 27, 2014 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Vice-Chairman White made the motion to adjourn the meeting at 8:01 p.m. Commissioner Courage seconded the motion.

Michael E. Putnam, Chairman

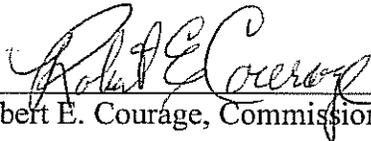
Date



5/27/14

Dale A. White, Vice-Chairman

Date



5/27/14

Robert E. Courage, Commissioner

Date