

**Water/Wastewater Commissioners’
Meeting Minutes
May 14, 2013**

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

Call to Order:

Chairman Courage called the meeting to order at 6:00 p.m. He asked Mr. Errol Duymazler and Mr. John Callahan, representing Ducal Development, to kindly give the Board some time for discussion prior to their appointment. Mr. Duymazler and Mr. Callahan agreed and excused themselves to the lobby.

Non-Public Session, RSA 91-A:3, II(c) Reputation and (d) Land – at 6:01 p.m., Commissioner Putnam made the motion to go into Non-Public Session for the purpose of discussing matters regarding land and reputation. Vice-Chairman White seconded the motion. All voted in favor.

Decisions/Appointments:

At 6:35 p.m., Chairman Courage announced the return to public session, thanked Mr. Duymazler and Mr. Callahan for their time and said the commissioners would address their questions asked at the previous meeting. He asked if they were still working off of the same plans as had been presented April 30th. Mr. Duymazler said yes, that they had requested their engineers look into another plan, one which the commissioners may not have accepted. He indicated on the map a potential placement of a pump station and explained the areas of a gravity-fed and force main system which could be an option, but said it hadn’t been discussed very much, preferring to wait until this evening’s meeting to hear the commissioners’ decisions. Vice-Chairman White said he may not recommend a force main on the Town road; he said a force main should instead be situated on Ducal Development property. Mr. Callahan and Duymazler conceded that such discussions were not complete or finalized. Commissioner Putnam asked if the proposed development would be condominiums. Mr. Callahan said yes. Commissioner Putnam said therefore the maintenance on those pumps will be the responsibility of the condo association. Mr. Duymazler said yes, as it is planned now, the responsibility of the condo association, not the Town, and acknowledged it would be better to have fewer moving parts put into the system. Mr. Putnam said there would probably be two pumps, probably a back-up generator, and he acknowledged the expense of maintaining such a pump system. Chairman Courage asked Superintendent Boucher to relay the thoughts of the commissioners.

Mr. Boucher said regarding Ducal Development’s first request, the seven sewer lateral extensions to the property lines, the Commission agreed that Ducal Development would not have to extend to the property line; however, put a “Y” in, at the main, and then come off with a capped stub for each of the properties that had been outlined in the original plan. Mr. Duymazler asked if this meant they would be able to

stay out of pavement on the Mont Vernon Road side. Superintendent Boucher and Vice-Chairman White said that is correct. Mr. White added and all the way through, with a stub at each property line. Mr. Courage said to put in a 6" service "Y" when you're putting in the main. Mr. Duymazler said thank you. Mr. Courage said Ducal will need to indicate on the As-Built plans where these get installed to facilitate the future service connections. Mr. Boucher requested the updated plans be shown to the Water Utilities Department for approval.

Mr. Boucher said regarding Ducal's second request, the water main that traveled through the property, the commissioners had decided there should be an 8" pipe between the point of North River Road, where Ducal's original plans had indicated a 6" and then an 8" pipe, from Mont Vernon Road to the hydrant. Mr. Boucher said the Commissioners had agreed to pay for the 8" piping between that section from North River Road to the hydrant, where Ducal's 8" had begun, as well as the valve at the end on the North River Road side; the Commission has offered to pay for that. Mr. Boucher said the Commission would like for Ducal to install another valve, which the Water Department would pay for, on the south side of the water main, just before the entrance of the project, as one is already planned for the project. Mr. Boucher indicated the location for the second valve on the map. Mr. Courage said the water main is on the opposite side of the road. Mr. Duymazler questioned whether the pavement would need to be cut. Mr. Courage asked Mr. Duymazler to note on the design plan that the existing main on Mont Vernon Street is an 8" trans-site pipe. Mr. Duymazler said okay.

Mr. Boucher said regarding Ducal's third request, relief from the water and sewer entrance fees, the commissioners were not agreeing to provide relief, however, the entrance fees are not due as a lump sum, they are due upon the certificate of occupancy for each unit. Therefore, as each unit is built and sold prior to the water being turned on, the entrance fees for each unit are to be paid. Commissioner Putnam said the entrance fees are not to be changed; the commissioners do not want to set precedence, as many people have been charged prior to Ducal and many will be charged after Ducal, and the Commission feels the cost of the entrance fees can be incorporated into the sales prices to recapture the monies spent. Mr. Boucher explained that the Town attorney had helped design and calculate the entrance fees on a "fair share" of operating costs, and the calculations are adjusted higher or lower annually. Mr. Duymazler asked whether the fees are per unit, not per project. The commissioners collectively answered correct, per unit. Vice-Chairman White said that this project will be awesome for the Town of Milford, while at the same time, be an impact on the Town's system, to treat the sewer, and to maintain the wells, one of which was redone last year. Mr. Duymazler said he can respect the business operating costs and thanked the commissioners for meeting with him and Mr. Callahan. Vice-Chairman White said he hoped Ducal Development felt the Water and Sewer Commissioners to be an approachable Town entity. Mr. Duymazler said he appreciated the effort and time put forth by the commissioners for this project. Chairman Courage said the proposed development will enhance the area. He reiterated that the regulations indicate that the petitioner needs to run the pipe the full length of the property, and that the Board of Commissioners conceded that substantial point at a previous meeting.

Mr. Duymazler said they are not sure it could be done, but if it were possible, could the entrance fees be prepaid instead of at the back end, if all 24 units could be paid up front, could a lump sum discount be extended, which wouldn't require a precedent. Superintendent Boucher said there was a recent incidence of 24 homes connecting at the same time without a discount. Mr. Duymazler said he is not expecting a decision right away, as it is something that Ducal Development would need to discuss. Mr. Callahan said they have a Plan A, and should a Plan B also be an option, it would be fabulous. Commissioner Putnam said they had given the commissioners something to think about.

Mr. Courage explained that each unit will have a water meter, and that Milford calculates the billing for the sewer portion based on water usage, and that a separate billing could be arranged for outside watering if separate irrigation meters were installed, which eliminates the sewer factor from the billing. He explained that Pennichuck does not allow a separate irrigation meter; in Nashua a homeowner's irrigation system is included on the sewer portion of the billing. Milford's regulations allow homeowners to have a separate meter for irrigation purposes.

Commissioner Putnam said once the 8" water main is installed by Ducal, it is up to the Town to maintain the hydrant, so an easement would be necessary. Mr. Duymazler requested correspondence be sent to him containing all of the comments made this evening. Mr. Boucher said he will send information as to what the commissioners agreed upon. Mr. Callahan said they will speak to the engineers, as the Town should absolutely have an easement to access the property to maintain the hydrant. Mr. Duymazler said he had spoken with Mr. Clinton at Meridian, who would be working up the easement locations and sending them to Ducal Development's attorney this past week to develop the language, so this is in process for any of the utilities involved, as well as the drainage easement.

Chairman Courage asked if Planning Board approval had been obtained. Mr. Duymazler said yes, obtained two weeks ago. Mr. Courage asked if the plans included any conditions regarding maintaining the sewer lines. Mr. Duymazler said he honestly didn't recall; he is not sure and will have to check. Mr. Callahan noted there were a bunch of conditions, but most were items that the engineers would need to take care of. Mr. Duymazler will find out if the Town or Ducal would be responsible for maintaining the sewer mains, which may equate to the Planning Board locking the commissioners into a maintenance agreement. Mr. White said that can't be done. Mr. Boucher said sewer plans are approved here. Mr. Duymazler said he recalls that they were required to make sure that water and sewer details were to be approved by the commissioners. Mr. Boucher said the various department heads are queried via email to ensure there are no issues with the pending project.

Vice-Chairman White asked whether the information provided this evening is sufficient for Ducal to make decisions. Mr. Duymazler said the commissioners have given them everything needed to make a decision. Mr. Callahan said all the information received will be incorporated into the plan and they will pursue final approval to put the project out to bid. Chairman Courage reminded that discussion should occur with the Milford Public Works Department, and to find out about the state highway on Mont Vernon Street. Mr. Callahan said they have spoken with DPW, who wants a full overlay of the road. Mr. Courage said on-site inspection will be required and the as-built plans will be required when the project is completed; the inspector will do the as-built plans. Mr. Duymazler said sure, as a unit is sold, an as-built will be completed for that unit. Commissioner Putnam said the location of the main, water line and curb box are to be included in the sketch. Commissioner Putnam said the commissioners have tried not to hinder this project while adhering to rules and regulations. Vice-Chairman White said the question of the prepayment of entrance fees will be discussed. Mr. Duymazler said please let them know. Mr. Duymazler and Mr. Callahan thanked the commissioners for their helpfulness.

Approval of Meeting Minutes – Vice-Chairman White made the motion to approve the minutes of the April 30, 2013 meeting as amended. Commissioner Putnam seconded the motion. All voted in favor.

Water Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the April 2013 Bill Commitment 130430 and for the April 2013 Final Bills issued.

Sewer Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the April 2013 Bill Commitment 130430 and for the April 2013 Final Bills issued.

(3) Abatement Requests:

545 Elm Street, #12 (Tabled 4/2/13) – Superintendent Boucher and Mrs. Hardwick, Water Utilities Billing Clerk, explained that Mr. Moore was able to verify there was a break in the water pipe, it was repaired, and water had not entered the sewer system. Mr. Boucher said this abatement request is the first of two due to the same broken pipe, due to the billing cycle, with the next bill being higher. Commissioner Putnam made the motion to approve this sewer abatement request in the amount of \$40.09, noting this approval will include two billing periods; this is the first of two abatements. The sewer usage to be abated is 1,020 cubic feet. Chairman Courage seconded the motion. All voted in favor.

31 Franklin Street – Upon discussion of broken pipes with water not entering the public sewer system and the account history being reviewed, Commissioner Putnam made the motion to approve this sewer abatement request in the amount of \$175.28, as recommended by Mrs. Hardwick. The sewer usage to be abated is 4,460 cubic feet. Vice-Chairman White seconded the motion. All voted in favor.

344 Elm Street, #60 – Mr. Boucher explained the nature of this family's hardship and the request to waive the water and sewer charges amounting to \$63.48, with usage to be abated being 720 cubic feet. Commissioner Putnam made the motion to approve this abatement request in the amount of \$63.48 on a quarter-to-quarter basis per billing cycle. Mrs. Hardwick will notify the family to submit an abatement request for each quarterly bill. Vice-Chairman White seconded the motion. All voted in favor.

Discussion/Information Items:

Curtis Well Electrical & Instrumentation Improvements Project Update – Superintendent Boucher apprised the commissioners of the most recent developments. The VFD is expected to arrive June 7th with the installation planned to occur between the 12th and 24th. The two chemical pumps have been received but the motors are on back-order. Conduit has been connected to the vault. Well field security precautions were discussed.

Wastewater Treatment Plant Switchgear Project Update – Superintendent Boucher said he requested an updated schedule from Electrical Installations. He said the Eaton Company is not relaying switchgear schedule details to Electrical Installations. The temporary switchgear is in place. Commissioner Putnam said he would like to see later this evening how much work has been performed to date. Chairman Courage said the established schedule will be unable to be met. Superintendent Boucher agreed. Mr. Boucher read correspondence to the commissioners received from a vendor. Discussion followed regarding the pattern of fixtures, i.e., electrical and lighting, not being stocked/inventoried as in

years past. Liquidated damages may be pursued in the future, but not at this time. Superintendent Boucher will do his best to receive and relay schedule updates as he is able.

Activities Report – Reviewed by the Commissioners.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher said regarding the septage receiving facility, the long awaited heater should be received and installed next week. The operations and maintenance manual will be received and a seal be applied around the garage door to finalize this project. Mr. Putnam asked if the building has been operational and have the copper loadings been monitored. Mr. Boucher said yes to both, being 30 days into the 90-day copper study. Perhaps in July the findings can be shared with the hope of expanding the septage hauler activity radius into additional towns. Mr. Boucher said last month more than 100,000 gallons of septage had been received and treated. Mr. Boucher explained the plans for the water tap to occur tomorrow evening at 10:00 p.m. at the new ambulance facility. He explained the reasons for needing to reschedule the leak detection night work on Amherst Street. The Milford/Wilton Inter-municipal Agreement matter will be handled between the attorneys; Mr. Boucher will not attend the next Wilton Water/Sewer commissioners’ meetings. Mr. Boucher is awaiting information from a quote from Limerick Steeplejacks as well as Mr. Chris Berg, Wright-Pierce regarding the Dram Cup Water Storage Tank. The new truck is expected to be received mid-June. Additional information about the Beech and Smith Street project is needed; the 10” main is the next step. A sample will be removed, analyzed and recommendations submitted. Water Utilities processes have been videotaped; the Town’s website is undergoing updates to the content management system. Board minutes will be reinstated after the Memorial Day holiday. The financial statements were reviewed.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners’ meeting will be held at 6:00 p.m. on Tuesday, May 28, 2013 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Chairman Courage made the motion to adjourn the meeting at 7:45 p.m. Vice-Chairman White seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date

Water/Wastewater Commissioner Meeting Minutes
May 14, 2013