

**Water/Wastewater Commissioners’
Meeting Minutes
May 24, 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 3:00 p.m.

Appointments:

Mr. Rene LaBranche was present this afternoon to distribute a letter he had drafted to be sent to Mr. Heitzler, Wastewater Engineering Bureau Administrator, regarding the Milford WWTF Septage Receiving Facility Upgrade Project, previously approved by the Governor’s Council. The letter requests approval to award this project to the low bidder, Weston & Sampson CMR, Inc, who had submitted a total bid price of \$1,098,500.00 and agreed to hold the bid price as opened on May 5, 2011. Mr. LaBranche’s letter outlines two methods determined by Milford to address the funding gap, as the bid amount is well above the funds available for this project, through exclusion of eligible project design costs and to self-perform some of the site work, including a deduct change order for \$40,000.00, for a resulting contract amount of \$1,058,500.00, yet to be finalized with scope and contract price changes for review and approval by NHDES.

Mr. LaBranche informed the commissioners and Superintendent Boucher that he is working with Weston & Sampson on two projects, both of which are significantly beyond the scheduled completion dates, and explained the site and staffing challenges when Vice-Chairman Putnam inquired of the reasons for the project delays. Discussion followed, with Mr. LaBranche stressing the need to establish realistic schedules and getting the Weston & Sampson superintendent to adhere to the set schedules through close monitoring of the tasks. It is anticipated that the building could be completed 22 – 26 weeks after the shop drawings are finalized. Mr. LaBranche said he expects the contract length to be approximately 240 days and he will request confirmation from Weston & Sampson; he expects 400 hours to be likely for the “Resident Project Representative” for this project. Referring to site maps, possible septage building changes, and listing tasks that could be performed by the Town of Milford staff, he said that he would discuss cost reductions with Weston & Sampson, and explained that the NH DES prefers a 5% contingency. He reminded that the first payment by the Town will be due one year after substantial completion, and that date needs to be established. He explained that an EPA audit for ARRA projects can be scheduled at any time, that they are administratively demanding, and that he was just involved in such a meeting lasting four hours.

Mr. LaBranche said the the exterior of the new septage receiving facility will resemble the Administration Building. Chairman Courage said the concrete work should be done before the ground

freezes. Mr. LaBranche said he would like the building to be built, the roof on, and heat in before the ground freezes. Vice-Chairman Putnam requested sufficient insulation which complies with Milford building codes. Mr. LaBranche will resend plans to Mr. McKinney in the Community Development Department. Commissioner White inquired about project oversight.

Mr. Ted Galeota of Weston & Sampson did not keep the 3:30 p.m. appointment. Mr. LaBranche said that he would invite Mr. Galeota to meet with the commissioners in Milford on Tuesday, May 31st at 3:30 and would go over the pricing, schedules and other topics necessary to award the project. Mr. LaBranche said the project will be worked so that there will be no “red flags”, meaning that O & M manuals will be sufficiently detailed and Stantec engineers will be here frequently to oversee and monitor project progress. He said that he would follow-up with Lakeside regarding percent removal, as Milford’s current “top” receiver could be used for the scum and grease handler. Mr. LaBranche said he would assemble detailed site work tasks and would see the commissioners next week, after he speaks with Mr. Galeota about his meeting availability. At 4:05 p.m., the commissioners thanked Mr. LaBranche for his assistance and attendance during this afternoon’s meeting.

Decisions:

Approval of Final Minutes – Vice-Chairman Putnam made the motion to approve the minutes of the meeting held on April 26, 2011 as amended and to approve the minutes of the meeting held on May 10, 2011 as presented. Commissioner White seconded the motion. All voted in favor.

Discussion/Information Items:

2010 Financial Audit – Superintendent Boucher said that he had been told that the auditors would begin reviewing the 2010 financial records on June 6, 2011, and this may require an adjustment to the current entrance fee rates.

Admin. Building Air Conditioning Rooftop Unit – Superintendent Boucher informed the commissioners that quotes are being received and this topic will be further discussed at the June 7th meeting. Vice-Chairman Putnam requested the Superintendent investigate whether energy efficiency grants may be available through PSNH if the entire unit must be replaced.

Courtesy Copy of Correspondence to 8 Merrill Court re: Onset of Billing for Sewer Services – Mr. Boucher explained the circumstances and the commissioners received a copy of the letter sent May 13, 2011 to the homeowner indicating that billing for sewer services for this address would begin with the May billing cycle and would be calculated off of the account’s water meter readings.

Notification of Water Entrance Fee Payments Received re: 257 Mason Road – The commissioners reviewed the spreadsheet of the homeowner’s payments received.

Sewer Rate Study Update – Superintendent Boucher said he would follow-up with Mr. Sheehy, Director of Financial Operations.

Curtis Well #2A – Mr. Boucher said that since last Friday, Curtis Well #2 is being cleaned. Commissioner White commented that he appreciates the updates and project photographs being emailed.

The Water Department Foreman, Jim Young, delivered the pump for Curtis Well #2A to D.L. Maher, said Mr. Boucher, and the installation should occur on Wednesday, June 1st. The Town will dig on June 2nd and 3rd for the electrical work to be done with LaFlamme Electric on-site. He said the only item taking time is the manual transfer switch (not yet received and must be wired), however, the two wells may still be operated in the meantime. He said the water test lab results should be received within a month, and hopefully as soon as next month, and the electrician's contract is available for approval by the commissioners. Superintendent Boucher said he had reviewed the information, including the insurance details, payment /performance bond information, etc, delivered by Mr. Chris Berg, Wright-Pierce, who had also reviewed the contract. Chairman Courage signed the contract as presented, which had been previously approved by the Board.

Sewer System Rehabilitation Project – Mr. Boucher explained the pre-project collection system work that is underway on South Street. Insituform has delayed arriving on-site until the actual “sock” for Dearborn Street has been received, but should be in within a week. Chairman Courage asked that costs be tracked closely so that the bond is not exceeded. Mr. Boucher said the expenses are being tracked and if funds remain available at the project end, additional manholes may be sealed internally. The Collection System Foreman will review video tapes to prioritize manhole needs.

Activities Report – Reviewed by the Commissioners. Mr. Boucher said the maintenance mechanic position has been filled; Mr. Darling will begin on June 6th. Regarding the Union Street Water Main Replacement Project, Chairman Courage recommended sealed bids be solicited for material, i.e., water pipe, to be purchased according to Town specifications. Mr. Boucher said that he would have an updated inventory tomorrow. Workload, staffing and equipment lists should be created. Commissioner White suggested Mr. Boucher PDF the material list to potential bidders. Vice-Chairman Putnam asked if someone could look at the South Street railroad tracks vicinity, since there is an area around a gate box or hydrant that has sunken and is getting deep. Mr. Boucher said he would look into that.

North Street – Caldwell Property Connections – Discussion as to the Town involvement possibilities followed. Mr. Boucher recommends the Town run a 1” connection run to the neighbor's house with curb box. Chairman Courage recalls both 4” and 8” mains are there; Mr. Boucher said the sewer maps indicate the 8” line reduces to 4”. Mr. Courage said the 8” line should be tapped as it is newer and a hydrant exists there. Any work will be coordinated with the Amherst neighbors and Mr. Boucher said he will speak with the Caldwell's attorney regarding the Town's right of way, the Town's electronic meter installation costs, and digging permits must will be obtained through the Town of Amherst. Chairman Courage agreed with Mr. Boucher that neighbors should not be permitted to tap into this service line, and responsibilities be outlined, i.e., road restoration. Mr. Boucher said the entrance permit identifies financial requirements for services rendered.

Community Development Meeting re: West Elm Street – Commissioner White and Vice-Chairman Putnam plan to attend this evening's meeting at 6:30 p.m. to learn the Community Development Department's efforts to involve local parties and Town departments to energize and stimulate growth along Elm Street extending to the Wilton town line, in conjunction with promoting business options on the Brox Property.

CIP – Mr. Boucher said he submitted 2011 – 2017 CIP information to Bill Parker and Sarah Marchant, including the water exploration project, same as last year, with an updated list of projects currently being looked into, some in-house projects which won't affect the tax rate, like the Prospect Street water tank.

Invitation to Milford Cabinet to Attend Commissioners' Meeting – Vice-Chairman Putnam said that during last night's Board of Selectmen's Meeting he extended an invitation to Kathy Cleveland of the Milford Cabinet to attend this afternoon's Board of Commissioners' Meeting to learn about the proposed Septage Receiving Facility project and the developments at the Curtis Wells. Mrs. Cleveland told Mr. Putnam that should she not be able to make the meeting, she would call or email Chairman Courage for information.

Financial Statements – Commissioner White asked Mr. Boucher why the septage receiving account, a revenue account, indicates a negative balance. Mr. Boucher explained this financial statement is distributed by Town Hall; monies spent exceeded the original budget amount, and the transfer of funds for Curtis Well hasn't yet been reflected in the financial reports.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, June 7, 2011 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Vice-Chairman Putnam made the motion to adjourn the meeting at 4:35 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