

**Water/Wastewater Commissioners’
Meeting Minutes
June 24, 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

Chairman Putnam made the motion to go into non-public session at 6:00 p.m. for the purpose of discussing personnel, per RSA 91-A:3,II(a). Vice-Chairman White seconded the motion. All voted in favor. At 6:05 p.m. Chairman Putnam made the motion to exit the non-public session and return to the public session. Vice-Chairman White 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 June 10, 2014 meeting. Commissioner Courage seconded the motion. All voted in favor.

Discussion/Information Items:

Comprehensive Wastewater Facilities Plan and Sewer Rate Study – Director Boucher reported laboratory data has been sent to Underwood Engineers to review and two Underwood representatives will spend tomorrow morning on-site collecting additional treatment process information, reviewing treatment works maps and equipment, and he will provide information received from Ms. Jodie Levandowski, Town Planner, regarding Milford’s 20 year growth projections. Vice-Chairman White expressed his appreciation for Mr. Boucher’s diligence to convey a wide variety of information and keep this project on schedule. The Sewer Rate Study is progressing on schedule. Mr. Boucher will forward CIP and Milford growth information to Underwood Engineers.

West Elm Street – Surveying & Engineering Project Update – Director Boucher said he received the final plan from Mr. Jeff Kevan, T. F. Moran, regarding proposed water main extension work, and a copy has been sent to the NH DES, the NH DOT and Pan Am Railway for review. Vice-Chairman White informed the Board that funding for West Elm Street development and infrastructure improvements will be one of the agenda discussion topics during tomorrow’s Economic Development Advisory Committee

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meeting. Commissioner Courage said he is interested in following the EDAC members' funding activity progress. Chairman Putnam explained that the Board of Selectmen look forward to inclusion of the West Elm Street vicinity in discussions with the Tax Increment Financing District advisory board regarding funding options. As indicated on the Town's website, the TIFD advisory board involvements include

"...public improvements such as roads, water lines, sanitary sewer lines, stormwater facilities, sidewalks, and street lighting are financed by the incremental property taxes generated by new commercial and industrial construction..."

Chairman Putnam inquired when this project would be put out to bid. Commissioner Courage said it is premature to solicit bids without funding in place and recommended delaying obtaining pricing until approved plans and funding are in place to put this proposed project into action. Mr. Boucher offered to contact T. F. Moran to suggest the best time to prepare and distribute a bid packet to obtain early cost numbers for this project. Mr. White said a contractor's approach could involve verifying a project such as this is in the Town's Capital Improvement Plan, is supported by the Town Departments to go forward, attain a realistic bid price, then this project should be presented as a Town warrant article for a vote. Mr. Courage agreed this is the time to obtain an engineering estimate. He recalled the Water Utilities' approach for the recent septage receiving project. At the point of preparing for a Town Meeting, a pre-bid process had been initiated, a bid price attained, and the warrant article contained the price so that the voters could decide on the issue mid-March. Mr. White asked whether money should be spent on an engineering estimate if the Water Utilities Department will solicit an actual bid. Mr. Courage said an engineering estimate is necessary in order for Water Utilities to initiate discussion with the Board of Selectmen and abutters. Mr. Putnam and Mr. White agreed the engineering estimate is needed. Mr. Putnam recalled how the initial Town Hall reconfiguration footprint estimate received from a contractor came in at \$2.5 million due to the variables and unknowns. Mr. White understood this point and cited the difference here being Water Utilities' has actual plans, not an architectural drawing. Mr. Courage added that another project price benefit is that the West Elm Street subsurface conditions are known. Mr. White said additionally, the West Elm Street project final decision will be based upon approval of a real price, not an estimated price. Mr. Boucher will request T. F. Moran submit an engineering pre-bid estimate for the next commissioners' meeting.

Water Utilities Department Facility Paving – Mr. Boucher apprised the commissioners of the paving project details, still scheduled for July 1 – 3. Mr. Ed Welch of Brox Industries will confirm the contractor's itinerary and favorable weather forecast again on June 25th.

Water Storage Tank Levels – Commissioner Courage inquired the frequency and duration of the well pumps being rested during the extended weather pattern of very little rainfall. Following discussion of pump capacity, rainfall, peak hours of water consumption and demand, Mr. Boucher will oversee increased usage of the Pennichuck water until rainfall sufficiently restores Milford water storage tank levels. Mr. Boucher said there had recently been a spike in water hauler activity. The Underwood Engineers' rate study investigative work will indicate whether the current water hauler fees warrant an increase. Chairman Putnam noted that the water drawn by haulers is at a high rate.

Pump Station Maintenance Activities – Commissioner Courage inquired whether pump station maintenance has been completed or is ongoing. Mr. Boucher replied following the installation of additional channels, the remaining work includes plumbing, the separation of the chemical and electrical lines, and resurfacing the floor in the chemical room.

Dram Cup Water Tank Lining Project – Director Boucher received NH DES approval to advertise the bid phase of this project prior to expiration of the 30 day review/comment period. Mr. Chris Berg, Wright-Pierce, will forward the bid advertisement to appear in the June 30th Union Leader and Telegraph. The bid opening is scheduled to be 2:00 p.m. at the Water Utilities Department on Wednesday, July 30th.

Activities Report – Reviewed by the commissioners. Two seasonal laborers have returned. Mowers have been borrowed from the Public Works.

Miscellaneous Water Utilities Department Project Updates – Director Boucher said approval has been received from the Governor’s Council regarding the Dram Cup State Revolving Fund loan. The pre-application yet to be signed for the dewatering unit SRF loan is a “place holder” only, not an obligation, to be submitted by Friday. Chairman Putnam said Director Boucher’s action taken was a good move. Commissioner Courage inquired about the SRF loan rate. Mr. Boucher believes the rate may be 1.7%. Mr. Boucher said the model of ultra-violet lights currently utilized in the wastewater treatment process are being phased out and will only be serviced until mid-2015, then the availability of parts will be very limited. Underwood Engineers will include recommendations for the U.V. system as part of their report. Energy efficiently rebate funds may be forthcoming from PSNH should the U.V. system be replaced. The weight loads and frequency of the Transfer Station & Recycle Center dump truck transporting sludge to the Merrimack Wastewater Treatment Facility was discussed. Mr. Boucher will obtain a seal and a cover. He reported after the secondary clarifier catwalk replacement project is complete, the main pumps will be sent out to be rewound. Mr. Boucher and Mr. Young, Water Department Foreman, will discuss manpower and materials required to replace the water main on Olive Street. This project may occur during August. The cured-in-place slip lining project for Souhegan and Beech Streets, Union Street to the last manhole, will be discussed with Mr. Brad Whitfield, Collection System Foreman.

Future Appointments/Meetings:

The next regular Commissioners’ meeting will be Tuesday, July 8, 2014 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Vice-Chairman White made the motion to adjourn the meeting at 6:40 p.m. Chairman Putnam seconded the motion. All voted in favor.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date