

**Water/Wastewater Commissioners’  
Meeting Minutes  
July 17, 2012**

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

**Call to Order:**

Chairman Courage called the meeting to order at 6:05 p.m.

**Decisions:**

Approval of Final Minutes – Commissioner Putnam made the motion to approve the minutes of the commissioners’ meeting held July 3, 2012 with one amendment. Vice-Chairman White seconded the motion. All voted in favor.

Water-Capital Reserve Fund – The commissioners signed the two Citizens Bank Wealth Management check request forms as presented by Superintendent Boucher for the Curtis Well #1 Cleaning and Motor Replacement (redevelopment services) and Curtis Wellfield Electrical Conduit (directional drilling services) expenditures previously approved by the Board of Commissioners, an administrative formality required by the Finance Department.

**Discussion/Information Items:**

Septage Receiving Facility – Project Update – Superintendent Boucher said the remaining work to be done includes the doors, painting, final trim details, caulking, plumbing, interior cleaning and landscaping. In-house personnel have poured the walkways and biofilter pad, although the biofilter membrane has not yet been received. The Lakeside punch list work will be scheduled. Weston & Sampson will install a trench drain. A telephone conference was held with Mr. Jack Sheehy, Director of Financial Operations, and the NH DES to verify all parties are in agreement regarding the remaining project payments. Pay Requisitions #7 and #8 have been signed, however Weston & Sampson must provide additional information prior to the DES disbursing funds. Mr. Boucher said that the septage receiving facility could be on-line by the week of August 6<sup>th</sup>.

Curtis Well Upgrades – Project List – Superintendent Boucher distributed the draft Curtis Well Electrical and Instrumentation Improvements Preliminary Design information received from Wright-Pierce dated July 16, 2012, and discussion followed regarding the proposed control upgrade summary section, which included the proposed VFD, 10 inch electro-magnetic flow meter, chemical mixer, flow pacing, touch screen interface panel, and the necessary wiring. He said the in-house staff will ventilate

the sodium hydroxide tank. Well manhole installation and electrical work will be scheduled. Discussion followed regarding the future work schedules which may or may not preclude other projects desired prior to the close of 2012 such as the decommissioning of the Prospect Tank and new water main pipe along Beech and Smith Streets. Superintendent Boucher said he recalls the required leak detection, the curb boxes, water storage tank inspections, pressure washing and painting Holland Tank, the automatic meter replacement program, decommissioning Kokko and Keyes Wells, and others on the list that he is not readily recalling. Chairman Courage said there is money in the water capital reserve fund to complete the proposed Curtis Well Upgrades as outlined by Wright-Pierce, and if some portions could be performed by in-house personnel, costs would be further reduced, and updated fund information would be helpful to understand if the Beech and Smith Street water main pipe work may still be undertaken during 2012. Vice-Chairman White said that following the transfer of funds approved this evening, the updated financial reports will help decide which projects can be scheduled. Commissioner Putnam said that the Curtis Well improvements should be a high priority, and the well decommissioning could be delayed until 2013 if necessary. It was agreed that Superintendent Boucher would put the project work out to bid, as outlined by Wright-Pierce, to include the required on-site inspection.

Wastewater Treatment Facility Switchgear Project Update – Superintendent Boucher distributed information engineering/design proposal information he received today, with pricing as follows:

\$27,500.00	Wright-Pierce
\$24,400.00	SMR

Discussion ensued regarding known project performance and proposed fees of each of the firms. Superintendent Boucher said he would like to review the Wright-Pierce proposal further, as the information was just received. Vice-Chairman White said he would like assurance that the prices proposed are firm – no surprise costs – despite how redundant the project oversight involvement may be. Commissioner Putnam said he is in favor of initiating this switchgear project as soon as possible following Superintendent Boucher’s deeper review/comparison of the two proposal details and receiving his recommendations at the next meeting on the 31st, or sooner if possible, since Mr. Boucher informed the commissioners that the generator has been operating without glitches. Chairman Courage said he would not be present at the meeting on the 31<sup>st</sup>.

Miscellaneous Water Utilities Department Project Updates – Superintendent Boucher explained that a process mixer had to be rebuilt locally due to a voltage surge or possible lightning strike at a cost of approximately \$1,000.00, half the price of a replacement unit. An insurance claim has not been submitted as a lightning strike is not definitely known to have occurred, he said. Vice-Chairman White requested the Wastewater Operations Foreman proactively prepare a list of facility pumps and motors observed to be in need of replacement, as the budget season is quickly approaching. Commissioner Putnam said the budget process will be underway during August. Chairman Courage asked Superintendent Boucher to begin compile a first draft of the 2013 financials soon, with the understanding that budget process discussions will be held in September with the commissioners, with Mr. Boucher in agreement. Regarding the leak detection survey grant application, Mr. Boucher said it looks like 66% of the system, approximately 37 miles, will be approved by the DES and will this be done next year.

**Non--Public Session** (RSA 91A:3 II (d) Land). Vice-Chairman White moved to enter into Non-public session at 6:40 p.m. in accordance with RSA 91:A3 II (d) for a discussion regarding land. Vice-Chairman White polled Chairman Courage and Commissioner Putnam. Commissioner Putnam seconded the motion; all voted in favor. Upon exiting the non-public session at 6:55 p.m., Chairman Courage said there were no announcements.

**Future Appointments/Meetings:**

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, July 31, 2012 at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

Commissioner Putnam made the motion to adjourn the meeting at 6:59 p.m. Vice-Chairman White seconded the motion. All voted in favor.

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Robert E. Courage, Chairman

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Date

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Dale A. White, Vice-Chairman

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Date

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Michael E. Putnam, Commissioner

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Date