

**Water/Wastewater Commissioners’  
Meeting Minutes  
August 2, 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 6:00 p.m.

**Decisions:**

Approval of Final Minutes – Vice-Chairman Putnam made the motion to approve the minutes of the meeting held on July 19, 2011 as presented. Commissioner White seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the July 2011 Bill Commitment 110531 and for the July 2011 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the July 2011 Bill Commitment 110729 and for the July 2011 Final Bills issued.

Abatement Request – 98 Spring Road

Superintendent Boucher explained the circumstances leading up to this water abatement request, which involved a change of property ownership after the water had been turned off, the property had been unheated, two water meters had been disconnected, set on the internal flooring and had frozen and cracked during bank ownership, and the water meters were inaccessible to the Water Department staff for removal. Because the new owner had purchased the property from a bank without prior entry, the condition of the meters was unknown and became the basis for contesting billing charges upon the owner’s request for the water to be turned on and pressurized. Upon discussion among the Commissioners, Vice-Chairman Putnam made the motion to not approve this abatement request as the bank-owned property had been purchased “as is” and the meter damages had not resulted from actions or inactions on the part of the Water Department. Chairman Courage seconded the motion. All voted in favor.

Septage Receiving Facility Project Award – Mr. Boucher distributed the emailed information prepared and submitted by Mr. Rene LaBranche, Stantec Consulting, who is requesting the Commissioners vote to award the project contract to Weston and Sampson, per recommendation conditional to receiving authorization to award by the NH DES, and then this information can be forwarded to the NH DES on behalf of the Town of Milford. Chairman Courage pointed out that on the WWTF Septage Receiving

Facility Project Budget Upgrade as of August 2, 2011, the original bid pricing had been adjusted to reflect the work to be performed by the in-house staff at a cost savings of \$37,500.00, bringing Weston and Sampson's construction subtotal to \$1,061,000.00 and bringing the contingency amount to \$48,690.00. After the construction and engineering phases, the new project total of \$1,199,690.00 equals the amount available through SRF/ARRA funding, and there is no shortfall, said Mr. Courage. Upon discussion regarding project monitoring costs, Vice-Chairman Putnam suggested, going forward, engineering firms should be asked to submit competitive bids according to project specifications.

Chairman Courage explained that the septage receiving facility project dates back to the copper reduction program from 10+ years ago, prior to the existence of the Board of Commissioners. He said Stantec's history with this wastewater facility and the septage receiving issues over the years is an advantage of another engineering firm coming in at this stage, and that, as a credit to the Water Utilities staff, much work will be undertaken in-house at great cost savings. Upon discussion, Vice-Chairman Putnam made the motion to award the Septage Receiving Facility Project to Weston and Sampson, per recommendation conditional to receiving authorization to award by the NH DES and for Stantec Consulting to so notify the NH DES of the Board of Commissioners' decision this evening. Chairman Courage seconded the motion. All voted in favor. Mr. Boucher will inform Mr. LaBranche of the Board's decision. Commissioner White spoke for the Board in saying the septage facility building needs to get built ASAP so that the entire project and process operations can advance. Mr. Courage said he will not be pleased if concrete work is underway during the winter months, and that Mr. Boucher should impress this upon Mr. LaBranche. Mr. Boucher said a Weston and Sampson rep was on-site last Friday to inspect where the project management trailer and materials will be placed.

### **Discussion/Information Items:**

Water Rules & Regulations – Update – Mr. Boucher explained the hand-out which resulted from the meeting that he and Mrs. Hardwick, Water Utilities Billing Clerk, had with Attorney Drescher on Friday, July 29, which eliminates any need to list corrections to individual bills, yet allows for the commissioners to consider customer requests for billing corrections with or without a hearing. The commissioners took no action on the hand-out this evening, and initially said they have no problems with the wording, but will review the language prepared more fully for further discussion during a future meeting.

Curtis Well Field Update – Mr. Boucher explained the progress made since the last commissioners' meeting and distributed the email received from Mr. Chris Berg of Wright-Pierce dated today, August 2, 2011. Upon discussion it was decided the indicator light would not be worth the expenses nor preclude other equipment monitoring needs. He said that the first draft of the conservation plan did not successfully meet DES criteria and that Mr. James Hewitt would contact Mr. Derrick Burnett of the NH DES to investigate the new rules put into place this month. Mr. Boucher reiterated the new well cannot be turned on until the conservation plan is accepted.

Sewer Rate Study Update – Mr. Boucher said there is nothing new to report. Mr. Courage said it was his recollection at the initial rate study meeting held with the Town Administrator and Director of Financial Operations in May this task should be further along by now.

Union Street Water Main Replacement Project and Sewer System Rehab Project Expense Updates – Superintendent Boucher said that he is following expenses and will submit project tallies soon.

Activities Report – Vice-Chairman Putnam noted no problems upon review of the submission. Mr. Boucher explained the drain line crack in the secondary clarifier.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher spoke of the upcoming CIP Meeting to be held in the BOS meeting room. Vice-Chairman Putnam explained it is a way to communicate future projects with many town-wide disciplines in attendance. Chairman Courage would like to prepare information/explanation of the potential gallons per minute of the proposed wells.

**Future Appointments/Meetings:**

The next Water and Wastewater Commissioners’ meeting will be held at 6:00 p.m. on Tuesday, August 16, 2011 at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

A motion to adjourn the regular meeting was made by Commissioner White at 7:00 p.m. Chairman Courage seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

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Robert E. Courage, Chairman

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Date

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Michael E. Putnam, Vice-Chairman

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Date

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Dale A. White, Commissioner

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Date