

**Water/Wastewater Commissioners’  
Meeting Minutes  
August 14, 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 6:00 p.m.

**Decisions:**

Approval of Final Minutes – Vice-Chairman White made the motion to approve the minutes of the commissioners’ meeting held July 31, 2012 as amended. Commissioner Putnam seconded the motion. All voted in favor.

Water-Capital Reserve Contribution from Water Fund Expenditure – Chairman Courage said he had requested this topic to be added to the agenda this evening to discuss the merits of increasing the monthly Water Capital Reserve contributions from \$15,000.00 to \$20,000.00, and acknowledged that the Board has the authority to raise or reduce this amount as dictated by the Water Department capital reserve project needs. Vice-Chairman White said he believes in saving money for future projects and seconded the motion. All voted in favor.

Well Exploration Pump Testing – Wright-Pierce Consulting Services and Well Exploration Pump Test, Scope of Work – Denis L. Maher Company – Superintendent Boucher distributed the August 7, 2012 letter received from Mr. Gary Smith, Wright-Pierce introducing the Consulting Services Agreement for Phase III, Long Term Pump Test at the NPC Site, for a cost of \$6,950.00, which would be to provide hydrogeologic oversight of a long-term pumping test and further evaluation of groundwater quality. Discussion included Mr. Smith’s written recommendation to contract with the Denis L. Maher Company based upon the company’s equipment and expertise and indication that the Denis L. Maher Company would be forwarding an itemized proposal for services. Mr. Boucher explained the tasks outlined in the Wright-Pierce agreement, noting that transducers will monitor groundwater levels at the proposed well site and reports will be received at the end of the project.

Concurrently reviewed by the commissioners was the August 7, 2012 letter and scope of work received from Mr. J. Theodore Morine, Denis L. Maher Company, regarding Group Pumping Test at Site NPC, which explained the tasks to be performed for an estimated cost of \$13,740.00, relative to prolonged pumping tests at the NPC site. Discussion followed regarding generators, off-road equipment, and fuel costs, as well as the potential cost-saving merits of some tasks being performed by in-house personnel

and/or local contractors, and whether it would be prudent to pursue additional price bids from additional engineering firms for this project. Commissioner Putnam made the motion to proceed with the Consulting Services Agreement for Phase III, Long Term Pump Test at the NPC Site, dated August 7, 2012 and the scope of work dated August 7, 2012 as prepared by Mr. J. Theodore Morine, Denis L. Maher Company, regarding Group Pumping Test at Site NPC, for a combined not-to-exceed price of \$30,000.00 for the two contracts presented this evening by Superintendent Boucher. Chairman Courage seconded the motion. All voted in favor. Chairman Courage signed both documents. Superintendent Boucher will contact Mr. Snyder to secure permission to conduct additional pump testing at NPC and will follow-up with Wright-Pierce and the Denis L. Maher Company.

Curtis Well - Mr. Boucher said he expects to receive from Mr. Chris Berg, Wright-Pierce, Curtis Well pump specifications and an updated breakdown of potential engineering cost savings to \$169,000.00, for electrical work design and bidding, and to determine whether some tasks be assigned to in-house personnel for the VFD drive. He recommended that three pumps be chosen, to complete the Curtis Well rehab project. Commissioner Putnam made the motion to proceed with determination and focus to obtain the remaining information needed, such as elevations, to present during the next commissioners' meeting in order to made decisions necessary to complete the Curtis Well improvements project. Chairman Courage seconded the motion. All voted in favor.

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

Septage Receiving Facility – Project Update – Superintendent Boucher explained the remaining work to be done, including the trench drain, catch basin and the Lakeside equipment connections. The computerized billing system will be demonstrated and a local hauler will deliver a load of septage on Thursday at 1:00 p.m. for a trial run of the new septage facility. Mr. Boucher reiterated that the new septage receiving facility will help the overall process operations by automatically controlling and metering the septage flow, thereby helping to avoid exceeding current NPDES permit limitations for copper. Mr. Boucher will draft a letter to notify the currently permitted haulers of the septage delivery procedural improvements, the new card reading system, and necessary hose connections.

100 Wilton Road and 51 Maple Street and Final Notice re: Damaged Hydrant – The commissioners reviewed the correspondence concerning these topics. No action was required by the Board.

Meter Replacement Program - Update – Superintendent Boucher said that the Water Department personnel are repairing curb boxes and that two will be repaired tomorrow and then paving will begin. Fourteen 5/8" meters remain to be installed at the homeowners' convenience.

Wastewater Facility Switchgear Replacement Project - Update – Superintendent Boucher said that an engineering representative will be here Friday to work on the disconnect code and that Mr. Bill McKinney, Milford Commercial Building Inspector will be scheduled for an inspection.

Activities Report – Reviewed by Commissioners.

Miscellaneous Water Utilities Department Project Updates – The collection system crew will begin flushing and tending to easements in September. The Holland Tank will be pressure washed and roof specs will be reviewed with Mr. LaBranche, Stantec Consulting. Before the next commissioners' meeting,

**Non--Public Session** (RSA 91A:3 II (d) Land). Commissioner Putnam moved to enter into Non-public session at 6:55 p.m. in accordance with RSA 91:A3 II (d) for a discussion regarding land. Vice-Chairman White seconded the motion; all voted in favor. Upon exiting the non-public session at 7:15 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, August 28, 2012 at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

Commissioner Putnam made the motion to adjourn the meeting at 7:17 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