

**Water/Wastewater Commissioners’
Meeting Minutes
August 16, 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 – Commissioner White made the motion to approve the minutes of the meeting held on August 2, 2011 with one amendment. Vice-Chairman Putnam seconded the motion. All voted in favor.

Septage Receiving Facility Project Award – Superintendent Boucher said that Mr. Rene LaBranche, Stantec Consulting, had forwarded two documents: the Authorization to Award Contract letter from the NH DES (DES Project No. CS-330116-01), as well as the Notice to Award, for which the Chairman must sign three copies and all originals will be returned by Mrs. Gendron to Mr. LaBranche, after faxing a signed copy. Mr. Boucher said that Mr. LaBranche intends to email the notice of award to Weston & Sampson, who will gather performance and payment bonds as well as insurance documents for a pre-construction meeting/contract signing. Chairman Courage signed three Notice to Award documents. Commissioner White commented that this project needs to proceed as soon as possible. Mr. Boucher said that Weston & Sampson representatives had inspected the site for locating trailers prior to his beginning vacation on August 4th.

Union Street Water Main Replacement Project - Update – Mr. Boucher told the commissioners that road repairs were performed after the recent rain. Mr. Rick Riendeau, DPW Director, informed him last night during the storm water meeting that Brox would be able to pave on Wednesday, August 24th, however, Mr. Jim Young, Water Department Foreman, had spoken with Brox today and was told that Brox would be available to pave on the 25th, so he will have to get clarification. Vice-Chairman Putnam said that he received an email indicating Johnson Street paving would begin today or tomorrow, then Union Street, Elm Street and then the Oval would be paved during the night. Mr. Boucher added that Hudson Paving could pave as early as Friday, but the cost would be \$4,000.00 higher, and that a third price from another company would be forthcoming. Some of the hand work had been completed. Commissioner White said it doesn’t make sense to pay the additional money; it would be better to wait for Brox to do the work for the cost, and he was sure that Brox had the necessary rollers. Vice-Chairman Putnam said that although he has received complaints about the Oval road conditions, it was his understanding there had been a recent death in the Brox family resulting in a week’s delay. Mr. Boucher said he would be responding to the Union Street homeowner who had forwarded an invoice for storing heavy equipment

on his property. Vice-Chairman Putnam inquired as to whether there had been an arrangement, to which Mr. Boucher replied there was no arrangement for payment of \$100.00 per day for 30 days, totaling \$3,000.00, and that he had told the homeowner prior to the start of the project that the Town would improve any disturbed landscaping after project completion, adding that the portion of property utilized for equipment storage contained overgrown grass. Mr. Boucher said that another resident further up on Union Street had also allowed his property to be used for storage during this project for free. Mr. Putnam asked for clarification that there had been no signed agreements by anyone on staff, to which Mr. Boucher replied no. Chairman Courage said that it would seem to him that the homeowner should have negotiated a price at the onset of allowing/agreeing to the project equipment storage on his property instead of preparing and forwarding an invoice at the project's end.

Curtis Well Field Update – Mr. Boucher said an email received from Mr. Chris Berg, Wright-Pierce, indicated that final work by the electrician and instrumentation contractor will be done the week of August 22nd, then the land will be graded and the Curtis Well #2 hydrant will be tied in. He spoke with Mr. Berg earlier today to answer questions regarding the conservation plan, which should finalize the plan. He said he received Wright Pierce's Curtis Well 2A Final Report, and has four copies available for the commissioners' review, which is a compilation of the well's history, the cleaning, test results, and all information submitted to the NH DES. Mr. Boucher said that Mr. Gary Smith, Wright-Pierce, told him in an August 2nd email that he will return to the Water Utilities Department to discuss well operations in detail once the NH DES approves that Final Report and the conservation plan. Mr. Boucher said he will contact Mr. Smith to obtain clarification regarding the final invoice. He expects to be able to tally the final project expenses soon, perhaps for the next meeting. Mr. Boucher said that the wells have been running smoothly for short stretches, meeting the current daily demand of 1.1 million and shutting down when they are supposed to. Commissioner White asked how the use of Pennichuck water compared with this period last year. Mr. Boucher said last year was higher due to well #2 being down.

Activities Report – Reviewed by the commissioners. Chairman Courage asked whether someone other than Mr. Pirkey was trained to operate the backhoe in the event he was out, since during the Union Street Replacement Project Mr. Pirkey was called in during a planned vacation. Mr. Boucher replied that Mr. Nash, Mr. Whitfield and Mr. Young had varying degrees of experience, while Mr. Pirkey was probably the most efficient for the two situations that had arisen concurrently during August. Chairman Courage said he was not being critical, just curious. Commissioner White added that Mr. Pirkey's experience goes far beyond just pulling levers and it is good that the corrective work had been completed proficiently and efficiently. Mr. Boucher agreed that additional back-hoe training as time allows would be beneficial. Commissioner White asked about the meeting with R. H. White and Maher Corporation regarding main pump station rag removal system quotes. Mr. Boucher said estimates were sought to update the technology/mechanism for bringing rags up to the second floor, as previous auger system estimates had been pricey. Mr. White asked about the meeting with Power Up Generator to set up a service contract. Mr. Boucher said of four quotes obtained, this company inspected the generators, here at the facility, Ledgewood, and at Curtis Well, and will do everything needed for the best price.

Sewer Rate Study Update – Mr. Boucher said there is nothing new to report. Chairman Courage asked if there had been any requests for additional information. Mr. Boucher replied no, adding that he hadn't attended the last senior staff meeting and therefore hadn't seen Mr. Sheehy, Director of Financial Operations. He said he will call Mr. Sheehy tomorrow to inquire the status, and there are a couple of things he needs to do before the study will be complete. Commissioner White said this study needs to be completed promptly.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher said he is still waiting for the final Insituform invoices for the Sewer Rehab Project. Chairman Courage asked if the project expenses were within budget. Mr. Boucher replied yes, and that he expects the sealing of the laterals will be done next. In-house prep work includes the (budgeted) chemicals for sealing the Administration Building and the main pump station. Commissioner White asked if a lift will be rented for this work. Mr. Boucher replied no, the Fire Department bucket truck will be used as well as the in-house sprayer. The UV protective coating will be rolled on by in-house staff. Mr. Boucher said that he contacted Veolia, to schedule a final sampling at Kokko Well so that the building can be closed out. Chairman Courage asked how many feet of pipe had been installed during the Union Street Water Main Replacement Project. Mr. Boucher said approximately 860 feet. Mr. Courage said when all the final costs are in hand, the commissioners would like to see project breakdowns. Commissioner White said the cost per linear foot can then be calculated for future budgeting, and he'd like to know how many services and how many temporary water services were done.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, August 30, 2011 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

A motion to adjourn the regular meeting was made by Vice-Chairman Putnam at 6:35 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