

**Water/Wastewater Commissioners’
Meeting Minutes
August 28, 2012**

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

Call to Order:

Chairman Courage called the meeting to order at 6:00 p.m.

Non--Public Session (RSA 91A:3 II (d) Land). Commissioner Putnam moved to enter into Non-public session at 6:01 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 7:06 p.m., Chairman Courage announced that a decision had been reached during the non-public session and that the commissioners will review, approve and vote to seal the minutes during a future non-public session.

Decisions:

Approval of Final Minutes – Commissioner Putnam made the motion to approve the minutes as presented of the commissioners’ meeting held August 14, 2012. Vice-Chairman White seconded the motion. All voted in favor.

The commissioners approved and signed the following water and sewer abatements as presented:

Water & Sewer Abatement – 95 Powers Street #4, Meter Reading Correction – Mrs. Hardwick, Water Utilities Billing Clerk, explained that a corrected invoice must be generated for this customer. The (non-radio) 2” water meter is located underneath an apartment building stairway, and an inaccurate meter reading had been reported, which resulted in an over-billing. Addressing Vice-Chairman White’s inquiry, Superintendent Boucher said that upon completion of the 5/8” water meter replacement program, the 2” water meters will be updated and this type of data collection error will be avoided. The usage to be abated is 98,913 cubic feet, for a total cost of \$6,805.20.

Water & Sewer Abatement – 26 Briarcliff (2nd of 4, as approved 4/24/12) – Mrs. Hardwick distributed the second of four billing abatements pre-approved for this customer during the commissioners’ meeting held April 24, 2012. The usage to be abated is 3,275 cubic feet, for a total cost of \$214.23.

Water & Sewer Abatement – 116 Elm Street – Mrs. Hardwick explained that this abatement did not appear on the agenda, however, is submitted for the commissioners’ approval because a pool fill credit was calculated incorrectly. The abatement amount is \$8.44, which is the difference between commercial/residential billing rates (residential usage although the account bills commercial usage).

Curtis Well – Project Update – Superintendent Boucher distributed an agreement for engineering the wiring design and distributing the quotes, at a price of \$28,000.00. He noted that some costs may be eliminated if the work to be performed by in-house personnel. Vice-Chairman White asked if less than 50 hours are required, then Milford will be charged accordingly. Mr. Boucher agreed, adding that he will try to obtain the original building CADD designs from Mr. LaBranche which should reduce the hours. Chairman Courage said Wright-Pierce should understand that the \$28,000.00 is not a firm price, but an estimated not-to-exceed price and that they will be paid for work performed. Vice-Chairman White told Mr. Boucher that although he is managing several projects, it is very important that Wright-Pierce’s progress be monitored closely. Commissioner Putnam asked if Mr. Boucher had encountered any problems with obtaining water model information from Stantec to date and Mr. Boucher said he had not to date and did not anticipate any problems. Commissioner Putnam made the motion to authorize Chairman Courage to sign Wright-Pierce’s agreement entitled Engineering Services for Instrumentation and Electrical Improvements at the Curtis Well Field, encompassing engineering and design work to include upgrades to process, instrumentation and electrical systems at the Curtis Wells and pump stations as well as construction oversight. Vice-Chairman White seconded the motion. All voted in favor.

Discussion/Information Items:

Septage Receiving Facility – Project Update – Superintendent Boucher apprised the commissioners of this project’s recent activities. The certificate of occupancy for the septage receiving facility has been received. He is reviewing the concept of requiring septage haulers to provide and transport their own hoses to connect to the new facility, as some haulers have expressed dissatisfaction due to cost and storage requirements on their trucks. Mr. Boucher would prefer that the haulers maintain, transport, and properly drain their individual hoses, as has been recommended by the NH DES. Mr. Boucher said after the repairs and three-page punch list items have been completed, i.e., exhaust fan and gas alarm operations, correspondence will be sent to the haulers. Mr. LaBranche, Stantec Consulting, and Mr. Sheehy, Milford’s Director of Financial Operations, and Weston & Sampson representatives will be at the Water Utilities Department at 9:00 a.m. on Friday, September 7, 2012. Two-party checks will be signed by Weston & Sampson and subcontractors. Addressing Chairman Courage’s inquiry, Mr. Boucher said that the representatives are actively proceeding with addressing each project punch list item, and will be in a better position to provide an update after meeting with Mr. LaBranche tomorrow.

Holland Tank – Project Update – Superintendent Boucher said the Holland Tank roof and exterior walls have been pressure washed. He said that the report notes “tight shrinkage cracks” on the exterior walls, and that Natgun representatives told Mr. Jim Young, Water Department Foreman, that painting the exterior walls of this tank, built in 2005, and should not be necessary, but that sealing the roof may be beneficial. Natgun will schedule an inspection to occur during September. Mr. Boucher believes there are no structural concerns.

Water Meter Replacement Program - Update – Superintendent Boucher said identified curb stops requiring repairs have been fixed, and there are eight 5/8” water meters remaining to be scheduled with customers and installed. One-inch water meters will be priced and ordered.

#115 Union Street – K-horn Project – In response to Chairman Courage’s having mentioned that he had noticed some time ago that services had been marked at this property yet not dug. Mr. Hardwick said that the K-horn was cemented to the floor and that the Water Department Foreman has a service work order to visit the property tomorrow. Mr. Boucher said he will investigate and report the project status at the next commissioners’ meeting.

Activities Report – Reviewed by Commissioners.

Miscellaneous Water Utilities Department Project Updates – Superintendent Boucher commented that the Milford & Wilton septage hauler rates, at \$70.00 per thousand gallons, are in line with other neighboring wastewater communities, and that outlying town rates were \$80.00 per thousand gallons. There will be a Keyes Field Clean-Up Public Meeting to be held on September 12, 2012, and he is aware that the EPA desires a status of “no further action”, thereby not pursuing further groundwater clean-up action, which would allow for additional parking in that vicinity. Mr. Boucher said he had previously submitted a form that recommended no future use of the Keyes Well. The comment period ends on September 23, 2012. An inspection of the Water Utilities Department was performed by the JLMC Committee and the recommended action item of installing joist hanger nails in the plant water room has been completed. Regarding well exploration pump testing near NPC, Mr. Boucher said that site access permission has been granted and D. L. Maher and Wright-Pierce representatives will meet on Wednesday. Mr. Boucher had nothing new to report on the switchgear replacement project. He will obtain information from Town Hall regarding Public Service details to forward to SMR Design, adding that an engineer was on-site for several hours removing panels.

Chairman Courage requested an update be provided at the next meeting regarding the status of established superintendent 2012 goals and the 2013 preliminary budget.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners’ meeting will be held at 6:00 p.m. on Tuesday, September 11, 2012 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Commissioner Putnam made the motion to adjourn the meeting at 7:30 p.m. Chairman Courage seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date