

**Water/Wastewater Commissioners’
Meeting Minutes
October 14, 2014**

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

Call to Order

Chairman Putnam called the meeting to order at 6:04 p.m.

Decisions

Approval of Meeting Minutes – Vice-Chairman White made the motion to approve the minutes of the September 19, 2014 minutes as presented and the minutes of the September 30, 2014 meeting with one amendment. Commissioner Courage seconded the motion. All voted in favor.

Paving Bid for Olive & Linden Street Water Main Replacement – Director Boucher explained this paving project would complete the Olive & Linden Street Water Main Replacement Project and had been the Water Department crew’s primary focus since mid-August. He distributed the tabulated results of the 2:00 pm October 9, 2014 bid opening. Of the six well-established, local paving companies invited to submit a bid, only one bid had been received at 2:08 p.m., past the deadline, in the amount of \$44,000. Mr. Boucher said the goal had been to accomplish the paving prior to the end of October utilizing Water Capital Reserve funds. The commissioners acknowledged the bid packages had been disseminated during the paving industry’s busiest season. They agreed Director Boucher should contact additional paving companies, as well as personally follow-up with the list of companies originally contacted to submit bids. Chairman Putnam said this topic would be tabled until the commissioners’ next meeting. Director Boucher reiterated the Water Department’s desire to complete paving by the end of October. The commissioners agreed that the one paving bid received October 9th would not be eliminated from continued consideration while options for additional, competitive pricing would remain open.

11/3/14 Public Hearing Notice – Sewer Rate Increase – Director Boucher will confirm the availability of Mr. Steve Clifton, Underwood Engineers, for the 11/3/14 public hearing to be held in the Town Hall Banquet Room at 6:00 p.m. Mr. Jack Sheehy, Director of Financial Operations and Attorney Drescher have previously confirmed they will attend. Chairman Putnam said he will excuse himself from the Board of Selectmen’s meeting, scheduled to begin at 5:30 p.m. the same evening, in order to participate in the 6:00 p.m. Sewer Rate Increase public hearing. The commissioners signed the November 3, 2014 Public Hearing Notice. The sewer rate increase public hearing will be well advertised in two local newspapers, on the town website, and in all municipal building lobbies. Public Hearing notice labels will be attached to postcards, addressed to sewer users, and mailed. Discussion followed regarding the

life expectancy of the Trojan UV3000 ultra-violet wastewater disinfection system, on-line since 1981, and the gradual displacement of this system by its Ontario, Canada-based manufacturer. Director Boucher had received notification in March 2014 that Trojan Technologies will fully support and service Milford's existing UV disinfection system only until March 15, 2015, as parts for the older technology may soon become obsolete and unavailable. He and the commissioners discussed replacement and repair part cost estimates as well as the draft sewer rate study computer model figures presented at the previous commissioners' meeting by Mr. Clifton. Mr. Boucher apprised the Board that Mr. Sheehy had provided financial data to Mr. Clifton. Discussion ensued toward proposing a conservative sewer rate increase percentage while balancing the commission's responsibility to sufficiently fund the sewer capital reserve account in order to continue meeting the Sewer Department's future equipment needs. Chairman Putnam made the motion for Mr. Boucher to request Mr. Clifton to factor a 15% sewer rate increase into the rate study computer model, incorporating the prioritized CIP project listing previously provided. Commissioner Courage seconded the motion. Chairman Putnam asked if all were in favor of the motion made. Chairman Putnam, Vice-Chairman White and Commissioner Courage unanimously said "Aye".

Mr. Boucher will contact Trojan Technologies to obtain pricing of their two newer UV systems: TrojanUV3000B and TrojanUV3000Plus. Upon review of the costs, he may also obtain proposals from engineering firms. As with previous sewer projects, Mr. Boucher said, consideration is always given to utilizing in-house staff to accomplish scope of work aspects to reduce expenses.

Water Users Fee/Tax Collector's Warrant – The Commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of water users fees for the September 2014 Bill Commitment 140930 and for the September 2014 Final Bills issued.

Sewer Users Fee/Tax Collector's Warrant – The Commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of sewer users fees for the September 2014 Bill Commitment 140930 and for the September 2014 Final Bills issued.

Sewer Abatement Request – 32 Patch Hill – Following Director Boucher's apprising the commissioners of this property owners' water usage for the purpose of lawn care, Chairman Putnam made the motion to grant a one-time exception to sewer billing policy amounting to \$263.31, with 6,700 cubic feet of sewer usage to be abated. Commissioner Courage seconded the motion. All voted in favor.

Leave Utilization Request – Commissioner Courage made the motion to approve Director Boucher's request to use accrued leave time during the weeks of Thanksgiving and Christmas, 2014. Vice-Chairman White asked whether Mr. Boucher's planned absences would affect coordinating and finalizing the 2015 Water Utilities budget details. Mr. Boucher assured the commissioners the draft budget would be presented during the October 28th meeting. Chairman Putnam inquired how matters will be handled in his absence. Mrs. Gendron offered to provide administrative oversight with the assistance of the foremen during Director Boucher's absences. As commissioners' meetings are scheduled during both holiday weeks, Mr. Boucher volunteered to either submit a Director's summary of active meeting topics for the two meeting dates or to reschedule the two meetings. Chairman Putnam seconded the motion. All voted in favor. Director Boucher expressed his appreciation to the commissioners.

2015 Draft BOC Meeting Schedule – Without a vote taken, the commissioners agreed to continue the schedule of meeting every other Tuesday at 6:00 p.m. during 2015 at the Water Utilities Department.

Discussion/Information Items:

T. F. Moran's West Elm Street Water Main Extension – RFP & Bid – Director Boucher distributed the West Elm Street Water Main Extension bid documents received late today from Mr. Jeff Kevan, T. F. Moran, for the commissioners' review. Mr. Kevan's email included requests for information, such as due dates for the RFP and construction, and the statement that additional information would be sent via email to Director Boucher tomorrow, October 15. Following discussion, it was the consensus of the Board to:

- insert verbiage re: “terms of contract” reserving the Town’s right to reject any and all proposals
- submit the T. F. Moran West Elm Street Water Main Extension proposal in advance of the warrant article deadline for the Town’s Deliberative Session and be presented for approval during the 2015 Town Meeting
- have Director Boucher distribute the Request for Proposal documents to a select list of companies prior to October 31, with the RFP submission deadline being a specifically chosen time on Friday, November 21, 2014, with the format being a public RFP opening following a designated two-week “question & submittal” period for contractors
- have Director Boucher obtain verification from Mr. Kevan that the Scope of Services description details clearly indicate Jones Road as the construction starting point
- designate project dates to begin on/about May 1, 2015 and be completed by September 1, 2015
- all RFP materials will meet Water Utilities Department specifications.

Chairman Putnam apprised the Board of his most recent conversations with Mr. Jim Wetherbee regarding the need for an additional water supply on Mr. Wetherbee's property. He reported that Mr. Weatherbee decided now is not the time to invest funds to pursue a temporary water line to his property given that the commissioners' disconnection deadline would be July 1, 2015. Commissioner Courage commented that should this water main project proceed with a May 1, 2015 start date, Mr. Wetherbee should enjoy an improved water flow and pressure shortly thereafter due to the installation of valves and hydrants. Chairman Putnam advised that the CIP committee had given the Elm Street Water Main Extension program a priority rating of number seven out of nine potential projects. Mr. Boucher reiterated there were just three members present when he had attended the CIP meeting to discuss this project. He added that this project listing had been considered a “placeholder” topic at the time and that he would be contacted if the committee members not in attendance requested that Mr. Boucher provide more details. The commissioners noted no objections have been received for having withdrawn this project from further CIP committee consideration.

10/16/14 Correspondence from Getman, Schulthess & Steere, P.A. – Chairman Putnam acknowledged with satisfaction the formal mention of the Water Utilities Department employees recognized for their individual job expertise, professionalism, and Water Utilities' project recordkeeping.

Activities Report & Delinquent Account Billing Correspondence – Information was reviewed by the commissioners, who noted their appreciation that delinquent accounts are proactively being kept at a minimum.

Miscellaneous Water Utilities Department Project Updates – Director Boucher presented a price proposal for a front end loader weigh scale to assist with biosolids handling operations. After addressing the commissioners’ inquiries, it was decided to retain the information without expending 2014 or 2015 budget funds.

Dram Cup Hill Tank Rehabilitation Project – Chairman Putnam signed four copies of the project Notice of Award and Contract Bidding documents presented by Director Boucher which will be forwarded to Mr. Chris Berg, Wright-Pierce for final completion by the NH DES. Mr. Boucher said this project will begin the end of October/early November.

Fletcher Superfund Site – Chairman Putnam relayed the discussion topics raised during the October 13, 2014 Board of Selectmen’s meeting regarding the Fletcher Superfund site and asked whether water and sewer services may exist there that should be relocated. Director Boucher will investigate department records in the vicinity of Mill Street and will contact Mr. Rick Riendeau, Director of Public Works.

Non--Public Session

Vice-Chairman White made the motion to go into non-public session at 7:33 p.m. for the purpose of discussing land, per RSA 91-A:3,II(d). Commissioner Courage seconded the motion. All voted in favor. At 7:42 p.m., Chairman Putnam made the motion to exit the non-public session and return to the public session. Vice-Chairman White seconded the motion. All voted in favor. Chairman Putnam announced there were no votes taken during the non-public session.

Future Appointments/Meetings:

The next regular Commissioners’ meeting will be Tuesday, October 28, 2014 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Chairman Putnam asked for a motion to adjourn the meeting. Vice-Chairman White motioned to adjourn at 7:48 p.m. Commissioner Courage seconded the motion. All voted in favor.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date