

**Water/Wastewater Commissioners’
Meeting Minutes
October 29, 2013**

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

Call to Order:

Chairman Courage called the meeting to order at 6:03 p.m.

Decisions

Vice-Chairman White made the motion to approve the minutes of the October 15, 2013 meeting as amended. Commissioner Putnam seconded the motion. All voted in favor.

West Elm Street Water Main Extension Meeting Minutes – 10/21/13 Extension – Vice-Chairman White made the motion to approve the minutes of the joint work session held on October 21, 2013. Commissioner Putnam seconded the motion. All voted in favor.

Sewer Usage Abatement - Credit Request – Following Mr. Boucher’s explanations of the circumstances of the residential rental usage of the 394 Elm Street property, Commissioner Putnam made the motion to approve this sewer usage request for credit in the amount of \$2.59 and to change the billing classification from commercial to residential based upon the October 22, 2013 letter received from Mr. Richard Mori, the tenant, regarding his current lease agreement. Chairman Courage seconded the motion. All voted in favor.

Level of Water Utilities Department Contribution for the Proposed Elm Street Water Main Extension – Chairman Courage explained Town Administrator Guy Scaife had asked the Board of Water and Sewer commissioners during the October 21, 2013 joint work session to consider contributing toward expenses necessary to extend the water main westerly on Elm Street. Vice-Chairman White recalled discussion during the joint meeting that the Water Utilities Department would prepare and distribute a Request for Proposal (RFP) to obtain an engineering study in order to determine the feasibility and whether such costs would be reasonable or prohibitive. Director Boucher distributed a draft RFP outlining the level of details desired and said sections could be removed and needed information could be added. Mr. White recommended including a drawing as well as removing the permitting and final engineering design sections. He would like the RFP to be distributed as soon as possible in order to obtain several cost proposals within the month. Mr. Courage said labor rates for full time construction monitoring would be needed on this state highway. Mr. Boucher will modify the draft RFP to include requests for a preliminary design with total project costs to the permit level and send it to five local companies. Mr. Courage said this project would be difficult to present as a warrant article at Town Meeting without a defensible and substantial projected return on expenses. Mr. White said exploring the project costs is

worthwhile. Commissioner Putnam initiated discussion regarding the quantity of Milford water users at west Elm Street, the prospective residential/commercial customers following construction at the Pine Valley Mill, across the street from the Mill, as well as the nearby water customers on Milford land currently being serviced by the Wilton Water Department. Chairman Courage made the motion directing Director Boucher to prepare and distribute a request for proposal to the five identified local businesses for a preliminary design, material and labor cost estimates for a proposed water main extension along west Elm Street, from Savage Road to the intersection of Route 101, including the Irving property, TD Bank, and the nearby properties. Vice-Chairman White seconded the motion. All voted in favor.

Discussion/Information Items:

Curtis Well Electrical and Instrumentation Improvements Project Update – Mr. Boucher said he believes this project has been completed and requested Mr. Chris Berg, Wright-Pierce return his phone call to confirm. Representatives from Woodard and Curran were on-site last week to resolve the start-up generator surge issue. The back-up generator functioned properly yesterday morning. In-house personnel will resurface the epoxy floor and perform the pipe work.

Wastewater Switchgear Project Update – Mr. Boucher said the doors will be in-place, with hardware applied, by the close of business tomorrow. Labels will be applied. Mr. Boucher is awaiting information from Mr. Radvar, SMR Design, regarding approval of the arc flash and O & M manuals.

Septage Receiving Facility Project Update – Mr. Boucher said the façade crack repair work will be completed this week. The O & M manual is yet to be approved. The Department of Environmental Service reviewed the manual and identified 23 items to be addressed. Commissioner Putnam inquired how well the new heater is operating. Mr. Boucher said the new heater is expected to produce twice the BTU output during winter temperatures despite being the same size as the old heater.

Draft 2014 BOC Meeting Schedule – The commissioners will review the list of tentative 2013 commissioner meeting dates for approval during the next meeting.

Water and Wastewater Department Master Plans – Director Boucher distributed projected 2014 budget items and previous rate study recommendations for consideration toward updating the 2002 Water Department 10 year Master Plan in conjunction with the 2014 budget. The 2001 Wastewater Department 10 year Master Plan, being more comprehensive, will be updated during the 2015 budget season. Mr. Boucher requested cost information from TSI regarding the many breakers in use at the facility. He explained the GIS snapshots taken of the facility depicting the facility divided into four sections in order to discuss and prioritize budget items. Chairman Courage inquired, and Mr. Boucher confirmed, that some expenses identified in the sewer rate study will be removed from the wastewater master plan. Mr. Boucher is assembling costs to replace the current sludge dewatering system, septage disposal, a smaller replacement generator as well as trade-in, resale and scrap value of the existing generator. Commissioner Putnam inquired when the preliminary 2014 budget will be available to the commissioners. Mr. Jack Sheehy, Director of Financial Operations, is finalizing calculations for the Water Utilities' portion of 2014 Town Hall departmental shared costs, wages, and insurance. Since Mr. Boucher will attend an off-site seminar tomorrow, he expects to incorporate Mr. Sheehy's calculations on Thursday, and should have a preliminary budget as of Friday. Mr. White inquired of the projected demolition cost of the Prospect water storage tank. Mr. Boucher and Mr. Courage recalled that the

calculations for such a capital reserve project had been identified during a previous water tank study, including selling the scrap metal. Those numbers will be revisited. To help prioritize projects by budget years, Mr. Boucher will categorize upcoming project expenses as either capital reserve or operating budget projects. Mr. White said it would be advantageous to know whether an additional water tank site is feasible so that decisions could be made for proceeding with or delaying the needed repairs at another water tank. Mr. Boucher is expecting pricing from Mr. Chris Walsh to re-core a water line this year.

Activities Report – Reviewed by the commissioners.

Miscellaneous Project Updates – Director Boucher said another coat of pavement will be applied to the raised manholes on Smith and Beech Streets and there is some lawn restoration work to be done. Mr. Boucher will contact the Public Works Department regarding incidental repairs needed at the sides of some of the streets, some to be done by the Water Department, including replacing stonework around hydrants and at residences. A water main break at the corner of Alpine and Crosby Streets was repaired Sunday morning. Mr. Boucher announced the NH DES will hold a River Study information meeting 1:00 p.m. tomorrow at Town Hall regarding water use and conservation efforts necessary during low river flow periods. Sensors are in place to monitor the conditions that would prohibit the Water Utilities Department from drawing too much water from the Souhegan. Mr. Boucher noted that the wastewater treatment process does not have much of an impact upon overall Souhegan River water levels as the volume that is drawn is replaced downstream. River level studies by the DES will continue for some time; tomorrow's meeting invites parties to weigh in on discussions. Mr. Boucher expects to meet with Mr. Sheehy next week. He hopes to meet with him on Monday, in anticipation of the Water Rate Increase Public Hearing scheduled for November 18. Mr. Boucher will estimate averaged homeowner billing increase amounts for quarterly and annual billing cycles to be available during the public hearing. Chairman Courage said there will not be an increase to hydrant fees. He distributed the 2012 water rate survey results prepared by the DES as well as a spreadsheet he prepared outlining 2014 budgeted capital projects.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, November 12, 2013 at the Water Utilities Department, 564 Nashua Street.

The Water Rate Hearing will be held at 6:00 p.m. on Monday, November 18, 2013 in the Board of Selectmen's Meeting Room, Town Hall.

Adjournment:

Vice-Chairman White made the motion to adjourn the meeting at 7:03 p.m. Commissioner Putnam seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date