

**Water/Wastewater Commissioners’  
Meeting Minutes  
November 6, 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.

**Decisions:**

Approval of Final Minutes –Vice-Chairman White made the motion to approve the minutes of the commissioners’ meeting held October 23, 2012 as amended. Commissioner Putnam seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the October 2012 Bill Commitment 121031 and for the October 2012 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the October 2012 Bill Commitment 121031 and for the October 2012 Final Bills issued.

Sewer Abatement Refund – 73 Patch Hill Lane – Mrs. Jessica Hardwick, Water Utilities Billing Clerk, distributed the water consumption history for this account. She explained this customer has contacted a plumber and submitted an application for a second water meter in anticipation of future lawn maintenance. This sewer abatement request is a one-time bill adjustment due to previous lawn irrigation. Chairman Courage made the motion to approve this sewer abatement request in the amount of \$293.89 on a one-time exception basis for lawn irrigation purposes, and on the recommendation of Superintendent Boucher. The amount of usage to be abated is 7,478 cubic feet. Commissioner Putnam seconded the motion. All voted in favor.

Employee Leave Time – Superintendent Boucher explained that the Milford Board of Selectmen decided to close Town Offices on December 24 and 31 in addition to the long established holidays of December 25<sup>th</sup> and January 1<sup>st</sup>. He said that in order to be paid for the 24<sup>th</sup> and 31<sup>st</sup> the employees need to charge the time off to their personal or vacation time. Several years ago the Wastewater Treatment Facility, along with other Town departments, would close early on December 24<sup>th</sup> and December 31<sup>st</sup> without employees utilizing their accrued leave time. Chairman Courage said he recalled that practice and said he didn’t have a problem with that. Vice-Chairman White said that if someone wants to take the day off, they can, otherwise it is business as usual. Mr. Boucher said that the commissioners didn’t have to make a decision; he wanted to bring the topic up for discussion as he was aware of other Town departments discussing personnel coverage. The Water Utilities Department has maintained regular

business hours on December 24 and 31 for several years and he did not recommend closure on these dates as essential personnel would be on-site. Commissioner Putnam said this had been a Board of Selectmen topic earlier in the year. Following discussion, it was the consensus of the board of commissioners that no decision was necessary as the Water Utilities Department would not close on December 24 and 31, an account of the Selectmen's decision made earlier in the year would be obtained for review, and should a Water Utilities Department employee desire a day off prior to the holiday they may utilize available leave time.

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

Septage Receiving Facility – Superintendent Boucher said the septage receiving facility has been operational despite punch list issues and a faulty solenoid valve. He said something from the plant water entered the solenoid valve, which appears to be faulty. With manipulation, the valve will open and is usable. Haulers are able to unload septage, and discussions are underway with Lakeside, Weston & Sampson and Stantec to replace the valve, which is under warranty. The second set of two-party checks are in the process of being issued. Weston & Sampson punch list items include relocating the keypad. Vice-Chairman White asked if the retainage will not be paid until the punch list is complete. Mr. Boucher said that is correct. Commissioner Putnam asked if the biofilter is working. Mr. Boucher said it is working well. Mr. White asked about odor reduction since the septage receiving facility has been in operation. Mr. Boucher said the odors have been noticeably reduced yet earlier today the cause of elevated, localized odors within the Administration Building for approximately 20 minutes while haulers were actively unloading septage at the new enclosed facility could not be explained before dissipating.

Curtis Well – Electrical Project – Superintendent Boucher distributed the list of potential bidders received from Mr. Chris Berg, Wright-Pierce, which can be expanded or reduced. He noted that G. L. LaFlamme had previously performed field connections and Electrical Installations had originally installed Milford's SCADA system and provided support for several years. Vice-Chairman White said he is familiar with both Ewing and Interstate to deliver quality services. Wright-Pierce had included Fall River and Milligan on the list, both based out of Portland, Maine. Chairman Courage asked how much time the contractors will be given to respond with bids, which will be publicly opened and read aloud by the Water Utilities Commission. Mr. Boucher estimated two weeks. He will speak with Mr. Berg tomorrow.

2013 Budget – Dram Cup Roof – Mr. Boucher distributed the October 30, 2012 letter received from Mr. Joseph Manzi of Concrete Tank Services which outlined three repair/replacement options for the Dram Cup water storage tank: dome repair, with a lump sum cost of \$125,000.00, dome replacement, with a lump sum cost of \$250,000.00, and a new 0.50 MG tank with a lump sum tank cost of \$490,000.00. Mr. Boucher said he does not recommend pursuing the third option, to build a new tank. Mr. Manzi will provide updated information regarding the dome repair option after further structural inspection, scheduled to occur tomorrow, to include a new hatch and ventilator, and will provide photographs, which Mr. Boucher will present at a future meeting. Vice-Chairman White suggested the public may be interested in seeing historical, black and white photos of the Dram Cup storage tank in the Cabinet, if any would be available for submission.

2013 Truck Cab & Chassis Bid Document – Superintendent Boucher said the vehicle specifications were forwarded to Mr. Jim Ramsey at Liberty International for review, his recommended changes were made, and the place for the front end bid amount is needed. The commissioners would like to invite

bids from Freightliner, Liberty International, McDevitt as a minimum and others are welcome to bid. Language will include the removal and reinstallation of truck body, hydraulic components and accessories, the basic and extended warranty options, that the vehicle will not be used for plowing or sanding purposes, and that the final approval will be at the March 2013 town meeting. Mr. Boucher will distribute the bid documents December 1<sup>st</sup>.

Switchgear Project Update – Superintendent Boucher said the bid documents are complete, have been sent to Primex for review, and he expects comments to be returned by Friday. He distributed the partial list of electrical contractors, including Electrical Installations, Ewing Electrical, and Interstate Electrical. Additionally, Mr. Boucher will contact Progressive Electrical Services and include G. L. LaFlamme. Mr. Radvar, SMR Design, had told him the qualifying criteria will be 10 years business experience with a minimum of 5 electrical gear upgrade projects similar to Milford’s with respect to size, type and complexity. Vice-Chairman White and Commissioner Putnam agreed that a two-week bid response from electrical contractors should be sufficient. Superintendent Boucher said the bids should be distributed within two weeks.

Activities Report – The Commissioners reviewed the report. Vice-Chairman White asked whether a final patch will be applied by the Collection System crew as part of the 8” VC main repair on Souhegan Street. Mr. Boucher said yes, the temporary patch will settle over winter and be finalized in the spring.

Miscellaneous Water Utilities Department Project Updates – Regarding decommissioning wells, Mr. Boucher said three quotes have been received:

Capitol Well	\$ 7,002.00
D. L. Maher	\$10,000.00
Maher Services	\$15,800.00
NH Boring	no bid, not interested

Mr. Boucher said the Water Utilities Department will be responsible for project oversight, and the motor and parts will be returned. He said he had under-budgeted this project by approximately \$4,000.00 because project aspects that he thought could be done by in-house staff must be performed by a certified company and submitted to the NH DES. Commissioner Putnam made the motion to award the decommissioning project contract to Capital Well in the amount of \$7,002.00. Chairman Courage seconded the motion. All voted in favor.

Regarding the NPC long-term pump tests, Mr. Boucher said that monitoring well activities are continuing. He distributed a pump test tally outlining \$13,657.81 expenses paid to date, not including personnel labor expenses, as well as an aerial view map of the Elm Street/Riverway West vicinity. Discussions followed concerning current monitoring wells and reducing potential water contamination risk exposure due to nearby past/present construction and automotive-related activities, and the prudence of installing an additional monitoring well. Commissioner Putnam made the motion to authorize Superintendent Boucher to contract with Wright-Pierce to install one additional monitoring well in the vicinity of the NPC site and adjacent property at an approximate price increase of \$1,000.00 above the existing Scope of Work price proposal. Mr. Boucher will research tax maps to verify land ownership and will contact Mr. Randy Snyder tomorrow at NPC before contacting DigSafe. Chairman Courage seconded the motion. All voted in favor.

The commissioners reviewed the financial reports forwarded by Mr. Jack Sheehy, Director of Financial Operations.

**Non-Public Session** (RSA 91A:3 II (a) Personnel). Commissioner Putnam moved to enter into Non-Public Session at 7:15 p.m. in accordance with RSA 91:A3 II (a). Vice-Chairman White seconded the motion; all voted in favor. Vice-Chairman White made the motion to exit the Non-Public Session at 7:30 p.m. Chairman Courage seconded the motion; all voted in favor. Chairman Courage announced no decisions had been made.

**Future Appointments/Meetings:**

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, November 20, 2012 at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

Vice-Chairman White made the motion to adjourn the meeting at 7:31 p.m. Commissioner Putnam 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