

**Water/Wastewater Commissioners’
Meeting Minutes
November 20, 2012**

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

Call to Order:

Vice-Chairman White called the meeting to order at 6:04 p.m.

Decisions:

Approval of Final Minutes – Commissioner Putnam made the motion to approve the minutes of the commissioners’ meeting held November 6, 2012 as amended. Vice-Chairman White seconded the motion.

Discussion/Information Items:

Septage Receiving Facility – Project Update – Superintendent Boucher explained the new septage receiving facility has remained in full operation despite issues, which included a stiff valve on one of the tanks had remained opened during the weekend. Despite this tank having been drained, it was found this morning that the drained tank had been refilled by the tank next to it. Weston & Sampson is sending a representative tomorrow to look at the valve. The replacement solenoid check valve ordered two weeks ago has not arrived. (Chairman Courage joined the meeting in progress at 6:09 p.m.) The transducer level sensor will be looked at tomorrow at 8:00 a.m. by a rep from VSG, one of the original subcontractors of Weston & Sampson. A Lakeside Equipment rep will investigate the reason why the filter is not cleaning the plant water well enough, which results in the solenoid becoming plugged. Using town water would avoid this problem but is not the preferred remedy. Vice-Chairman White recommended delaying using town water until the filter issue has been researched and resolved. He asked if the retainage for this building is still being held. Mr. Boucher said yes, and that the new building hasn’t yet been accepted by Milford. Vice-Chairman White said we should be able to bring in and directly pay the original subcontractors and then deduct those expenses from the retainage funds. Chairman Courage agreed there is a process for doing so. Mr. Boucher said these problems have created additional maintenance work to be performed by the wastewater staff. Commissioner Putnam said the filter and plant water issue needs to be addressed quickly. A conference call with Mr. LaBranche, Stantec Consulting, Weston & Sampson and Mr. Boucher will be held tomorrow to address the issues. Mr. Boucher said the manual for the septage panel has not been received, preventing the wastewater staff from adjusting pump set points, resulting in pumps turning on too early. For one hauler using the new septage receiving facility for the first time, under time constraints and having repeatedly entered his newly issued billing charge card versus following screen prompts and without a member of the wastewater staff present, the automatic septage measuring & billing system registered just 10 gallons as

having been received instead of the full truck having been off-loaded. The back-up tracking system in place that documents septage hauler load origins and amounts ensures this hauler will be billed for the full load received. This hauler will be closely assisted by our staff upon his return.

Mr. Boucher said two pipe leaks were detected while investigating the cause of septage odors in the Administration Building, and both pipes have been repaired. As discussed during the previous commissioners' meeting, odors had emanated from two floor drains via manhole traps, one in the maintenance shop stockroom and one in the basement. Since a different manhole has been recently utilized for discharging septage, the wastewater operations checklist will be updated so that two manhole traps will be routinely maintained. Commissioner Putnam asked if the basement drain is accessible, since a trap primer could be installed. Mr. Boucher said the drain is accessible and is connected to the water meter test equipment. Commissioner Putnam asked if any phosphates, potassium, copper or other NPDES permit limit parameters have changed since the septage receiving facility has been on-line. Mr. Boucher said a decrease to copper levels has not been noticed since the septage receiving facility went on-line in October. Mr. Boucher said he had a telephone conversation with an EPA representative since the original documentation indicated that the septage receiving facility was to go on-line in July 2012. Mr. Boucher said he will notify the EPA when a copper level change occurs, per the established Administrative Order. He added that the end product has been very dry and an additional dumpster will be emptied on an on-call basis as needed. Vice-Chairman White asked if any additional septage haulers have been doing business in Milford since October. Mr. Boucher said there have not been any new haulers and that during November and December the septage activity typically increases. Commissioner Putnam asked if anything has been done to inform the septage haulers that septage will be accepted from towns beyond Milford and Wilton. Mr. Boucher said Milford is not accepting towns beyond Milford and Wilton yet, as forms still have to be completed and submitted to the Selectmen of surrounding communities for approval. He said that the EPA maintains a copy of the letter indicating the reason why the surrounding towns were no longer allowed to bring septage to Milford, which was due to the elevated copper levels resulting from the additional septage loads being brought to Milford, therefore after data has been collected that indicates that copper levels have been reduced, the EPA will be more likely to agree that a change to the terms of the letter Milford previously had sent is in order.

Curtis Well – Electrical Project – Superintendent Boucher said that Mr. Chris Berg of Wright-Pierce will be on-site next week preparing for the preliminary field work, consisting of digging, installing hand-holds, and laying the conduit from the ends of the directional drill to the vaults. Chairman Courage asked for details. Mr. Boucher said the in-house staff will do the horizontal work and the vertical work will be performed according to the contract being overseen by Wright-Pierce. Mr. Boucher said that the bid documents were distributed today and the bid opening is scheduled for December 11th. Woodard & Curran has sent a quote for the instrumentation work and will send a second quote detailing modifications to the existing panel for the VFD power, including a separate box for a radio-read system. He said that Woodard & Curran reviewed the pictures and plans and had suggested earlier today to install a new cabinet that will accommodate future communication cards and features. Chairman Courage requested Superintendent Boucher let the commissioners know the firm time & date of the bid opening. Commissioner Putnam said his schedule may prevent his attending the bid opening on the 11th as he expects to be out of town.

Switchgear –Project Update – Superintendent Boucher said the bid documents have been distributed. Two companies were sent prequalification forms to be completed: G. A. LaFlamme and Progressive Electrical Services, and the bids must be returned by November 26th for review, and SMR Design expects to reply by November 28th as to whether they have qualified for the project. The bid opening is tentatively scheduled for 2:00 p.m. on December 14th, but is dependent upon the how soon SMR Design receives and reviews their completed prequalifying information. Mr. Boucher said he is expecting a quote from American Security to relocate the fire alarm panel and will work closely with Wilson Technologies, performing the wiring portion of the project.

Activities Report – The Commissioners reviewed the report. Superintendent Boucher answered the Board’s questions regarding progress made on the various projects in the report.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher said the sludge hauling bid form has been developed with the assistance of Wright-Pierce for the 2013 budget and will be distributed soon. A Capitol Well representative will be on-site on Wednesday at 11:00 a.m. and the Kokko and Keyes well sites will be toured so that a date can be determined to decommission the wells. Mr. Boucher said he went to the NPC test well site with Mr. Greg Smith, Wright-Pierce and explained that the project price increase is because a second day was added to accommodate the third test well. He distributed a map depicting the three upstream test well locations chosen by Wright-Pierce to determine the water quality upstream of the proposed well site area. A message was left for Mr. Snyder at NPC prior to contacting DigSafe. Vice-Chairman White asked what is our responsibility should any contamination be observed. Mr. Boucher said the NH DES must be notified. Chairman Courage said this investigation will be of great benefit prior to spending a large sum of money. Mr. Boucher requested to take next week off for vacation. Chairman Courage inquired about the status of the 2013 budget. Mr. Boucher said that he is not expecting much to change, and expects to receive additional figures concerning the Dram Cup Tank roof, replacing compost operations, chemical cost increases, and Truck #36. The Truck #36 bids should be distributed by December 1st. Cost Allocations and other financial information received from the Director of Financial Operations were reviewed and discussed. Mr. Boucher said he will review the updated figures concerning the Septage Receiving Facility. The commissioners questioned the “annual actual inceptions”. Mr. Boucher said it should reflect actual expended to-date amounts, obligations and bonds. The commissioners questioned why the Union Street Water Main Replacement project still appears. Mr. Boucher will contact Mr. Jack Sheehy for explanations.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners’ meeting will be held at 6:00 p.m. on Tuesday, December 4, 2012 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Commissioner Putnam made the motion to adjourn the meeting at 7:10 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