

**Water/Wastewater Commissioners’
Meeting Minutes
December 4, 2012**

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

Call to Order:

Vice-Chairman White 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 November 20, 2012 as presented. 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 November 2012 Bill Commitment 121130 and for the November 2012 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the November 2012 Bill Commitment 121130 and for the November 2012 Final Bills issued.

Sewer Abatement Refund – 26 Briarcliff Drive – Mrs. Hardwick distributed the third of four billing abatements pre-approved for this customer during the commissioners’ meeting held April 24, 2012. The usage to be abated is 2,815 cubic feet, for a total cost of \$187.09. Commissioner Putnam made the motion to approve this abatement as presented. Vice-Chairman White seconded the motion. All voted in favor.

Acceptance of Residential & Commercial Water & Sewer Entrance Fees – Superintendent Boucher referred to the November 28, 2012 memo received from Mr. Jack Sheehy, Director of Financial Operations regarding Updated Water and Sewer Entrance Fee Calculations based on 2011 year-end values of the water and sewer system. The fees are as follows:

	Current Fee	Revised Fee
Water Entrance Fee – Residential	\$1,151.91 per unit	\$1,176.15 per unit
Water Entrance Fee – Commercial	\$6.53 per GPD	\$7.26 per GPD
Sewer Entrance Fee – Residential	\$1,626.43 per unit	\$1,716.50 per unit
Sewer Entrance Fee – Commercial	\$10.84 per GPD	\$12.02 per GPD

Mr. Boucher said if the new residential and commercial entrance fee calculations are acceptable to the commissioners, the date to implement the new fees is needed from the commissioners. Vice-Chairman

White inquired about the impact to the water and sewer users. Mr. Boucher said the residential water entrance fee increase is \$24.24 and the residential sewer entrance fee will increase \$90.07, while the commercial water entrance fee increase is 73 cents per gallon per day and the residential sewer entrance fee will increase \$1.18 per gallon per day. Commissioner Putnam said that the entrance fees are updated annually following the Town audit, and made the motion to accept the Revised Water and Sewer Residential and Commercial Entrance Fees as presented effective January 1, 2013 based upon Mr. Sheehy's calculations. Vice-Chairman White seconded the motion. All voted in favor.

Discussion/Information Items:

2013 Board of Water and Sewer Commissioners' Meeting Schedule – Upon review and discussion of the drafted list of Commissioner meeting calendar dates to be held every other Tuesday evening at 6:00 p.m. during 2013, Commissioner Putnam made the motion to eliminate the December 24, 2013 meeting date from the drafted schedule, so that the commission's meetings will begin January 8, 2013 and end on December 10, 2013, noting the Board of Commissioners will add meeting dates and times as the needs and/or decision topics arise. Vice-Chairman White seconded the motion. All voted in favor.

Septage Receiving Facility – Project Update – Superintendent Boucher said Weston & Sampson representatives were on-site looking into new filters for the septage building's plant water line that feeds the screening equipment to alleviate the clogged solenoid valves. Mr. Rene LaBranche, Stantec Consulting, had also been on-site last week to speak with the Water Utilities Department operators about their observations. Because a dumpster at the septage receiving facility had again filled with water yesterday, December 3, Weston & Sampson had instructed the operators to completely close one valve, with Mr. LaBranche concurring. Mr. Boucher said the operators discovered this morning that the dumpster was again filled with water. Despite the problems, septage acceptance continues. Mr. Boucher said that a changeover to using Town water is necessary since a valve/filter solution has not been found. Mr. Boucher is expecting to hear when the Town water connection will occur and what, if any, the cost will be, since the recommended filter did not work. Vice-Chairman White asked whether there would be any additional fees. Commissioner Putnam said that Stantec had approved the original design and has been paid the engineering fees charged. Superintendent Boucher said Milford had held to its end of the agreement and had even increased the frequency of solenoid cleanings, despite his not being in favor of this method of design correction. The outside cabinet has been relocated underneath a shelter. Plant water will be used to hose the aeration tanks. Lakeside representatives were on-site to correct the slow-moving auger and grit build-up issues. Another check valve part is on order. Until the O & M manuals indicating set points are received, Weston & Sampson subcontractors will handle the level sensor programming and septage pump valves. Two-party checks are being collected by subcontractors.

Curtis Well – Electrical Project Update – Superintendent Boucher said the directional drilling has been dug. A vendor will be fusing pipe ends so that electrical conduit may be attached. In-house personnel will dig trenches. Quotes for the pipe work and the instrumentation are expected soon, and the hope is to be able to move on these before the arrival of harsh winter weather. A new panel will be installed to allow for future expansion. The bid opening will occur at the Water Utilities Department on December 11, 2012 at 2:45 and prospective bidders know they are welcome to preview the site prior to the bid.

Switchgear Project Update – Mr. Boucher said the bid opening will be held at the Water Utilities Department on December 14th at 2:00. Wilson Technologies has been moving electrical lines out of the

switchgear, installed conduit along the back wall, and is doing the prep work to minimize the amount of work that must be done after the power has been discontinued. A quote to relocate the fire alarm panel is expected. Following a brief discussion, Commissioner Putnam said the new fire panel/circuitry design plan is sensible. Vice-Chairman White inquired of the known bidder qualifications.

Activities Report – The Commissioners reviewed the biweekly report of activities presented.

Miscellaneous Water Utilities Department Project Updates – The commissioners reviewed the letter recently sent to Wilton sewer user regarding the delay in billing; no action was necessary by the Board. Mr. Boucher explained the Collection System Foreman’s recent investigation of a possible sewer back up at 3 Souhegan Street. There has been a high groundwater level for some time, evidenced by the French drain and the water observed slowly seeping through a retaining wall near the garage/cellar area. An E. Coli sample was taken and the chlorine level checked. The foreman will return to lime the area but that the water is just trickling and appears clear. Vice-Chairman White said he is aware the property owners have been dealing with the issues for some time. Mr. Boucher distributed the November 20th letter received from Ms. Jennifer Siegrist regarding her objections to the proposed blasting to occur near her Osgood Road property as a result of the GM Drilling & Blasting Company’s application to the Milford Fire Department. Several town officials had been copied on this letter. Mr. Boucher suggested she speak with Pennichuck Water, and that Jason Smedick of the Milford Fire Department will follow-up with Ms. Siegrist. Mr. Boucher said that Truck 36 bids will be mailed soon so that a Bid Opening may be held on December 18th. Permission for additional drilling will be held at the NPC site December 13th and 14th. Mr. Boucher is anticipating Kokko and Keyes Wells to be decommissioned soon. Appropriations Reports will be distributed when they have been received from Mr. Sheehy, Director of Financial Operations, upon his return from vacation. Vice-Chairman White said that he will speak briefly during the Board of Selectmen’s meeting on December 10th to apprise the Board on Water Utilities projects and answer any questions.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners’ meeting will be held at 6:00 p.m. on Tuesday, December 18, 2013 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Commissioner Putnam made the motion to adjourn the meeting at 6:45 p.m. Vice-Chairman White seconded the motion. All voted in favor.

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date