

**Water/Wastewater Commissioners’
Meeting Minutes
December 10, 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 5:00 p.m. He announced that Mr. Mark Bender, Milford’s new Town Administrator, introduced during a senior staff meeting last week, will soon meet with Director Boucher and staff to receive a tour and gain knowledge of Water Utilities Department missions, goals, and operations. The commissioners extend a warm welcome to Town Administrator Bender. Director Boucher informed the commissioners that a conference call earlier today replaced tonight’s 6:00 p.m. appointment scheduled with Mr. Jeff Kevan, T. F. Moran regarding 11/24/14 West Elm Street Water Main Extension Bid Opening Results, detailed below within the Discussion/Information Items section of these meeting minutes.

Decisions

Approval of Meeting Minutes – Chairman Putnam made the motion to approve the minutes of the November 25, 2014 meeting as presented. Commissioner Courage seconded the motion. All voted in favor.

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 November 2014 Bill Commitment 1401126 and for the November 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 November 2014 Bill Commitment 1401126 and for the November Final Bills issued.

Sewer Capital Reserve Fund Transfer Request – Commissioner Courage made the motion to approve the check request/ transfer in the amount of \$52,737.00 from the Sewer Capital Reserve Fund to the Town of Milford Sewer Fund regarding the Sewer CIPP Lining, 2014 project. Chairman Putnam seconded the motion. All voted in favor. The three commissioners signed the funds transfer form.

Water Capital Reserve Fund Transfer – Following Mr. Boucher’s brief discussion of well exploration expenditures, stating that Mr. Sheehy, Director of Financial Operations, concurred with the appropriateness of a funds transfer from the Water Department to the Water Capital Reserve account, and the commissioners’ review of the 2nd page of the Water Utilities Department’s Appropriation Report, Vice-Chairman White made the motion to authorize Director Boucher to process a Milford Trust Fund transfer of \$60,000.00 from line item 66202-531000. Chairman Putnam seconded the motion. All voted in favor.

NetDMR Approval – Chairman Putnam signed this form required by EPA/NHDES guidelines authorizing the Water Utilities Department signatory approval names, titles and signatures for Discharge Monitoring Reports.

Sewer Abatement Request – 144 Elm Street – Following Director Boucher’s explanation of Drain-Pro’s repair of the reported broken water line at their 144 Elm Street back lot, and statement that this abatement has been requested for water that had not entered the sewer system, Commissioner Courage made the motion to approve this sewer abatement request of 4,045 cubic feet in the amount of \$198.61. Chairman Putnam seconded the motion.

Discussion/Information Items:

West Elm Street Water Main Extension 11/24/14 Bid Opening Results – Director Boucher distributed the December 10, 2014 email received from Mr. Matthew Machon, R.H. White, which summarized updated pricing for this bid project from R. H. White’s original lump sum bid price of \$737,900.00 to a new Grand Total Lump Sum of \$867,275.00. Mr. Machon’s email is attached to these minutes as a permanent record. Mr. Boucher explained discussion topics of this morning’s conference call between himself, Mr. Jeff Kevan, T. F. Moran, and Mr. Machon, R. H. White. The commissioners expressed disappointment in R. H. White’s first bid price submittal not being inclusive of project specifications, as well as their second bid price submittal being more than \$129,000.00 higher. Following discussion, Director Boucher will contact Mr. Kevan and Mr. Machon to schedule a meeting with the commissioners.

Chairman Putnam apprised the commissioners and Director Boucher that he recently learned Penguin Mart’s West Elm Street signage is located in the State of NH’s right of way. He said Mr. Kevan, T. F. Moran, recommended correspondence be drafted and forwarded to the property owner indicating that relocation of the signage will become necessary should the West Elm Street Water Main Extension project be approved. Director Boucher will draft this letter.

2015 Warrant Article Discussion re: West Elm Street Water Main Extension – Director Boucher provided a sample warrant article for the commissioners’ review. This topic will be discussed again at the next commissioners’ meeting.

Draft 2015 Water Utilities Budget – Update – Director Boucher explained the updated figures received from Mr. Jack Sheehy, Director of Financial Operations. He will continue to review line item details to further reduce the bottom line. The commissioners would prefer to see the 2015 Budget reflect as horizontally as possible. Mr. Boucher will email information to the commissioners by Friday, December 19. The Water Utilities 2015 Budget will be discussed at the next commissioners’ meeting. As of today, Director Boucher has not been scheduled to meet with the Budget Advisory Committee.

Following review and discussion of the Appropriation Report's second page, Vice-Chairman White made the motion to authorize Director Boucher to process a Water Capital Reserve Fund Transfer (please refer to the Decisions paragraph at the top of page 2).

Activities Report – Reviewed by the commissioners; Director Boucher responded to the commissioners' inquiries.

Miscellaneous Water Utilities Department Project Updates – Director Boucher explained details of the spreadsheet distributed to the commissioners' which outlined non-routine maintenance records, mileage and operational hours regarding two older Water Utilities' vehicles: a 2003 utility truck and 2001 backhoe. Consideration will be given to replacing the 2003 utility truck during 2015 after Town Meeting. The backhoe's condition and usage hours may allow for this vehicle's replacement to be considered again during the draft 2016 budget review. Director Boucher distributed the current indirect allocation costs through September 2014, noting that Mr. Sheehy indicated a deduction for the 4th quarter is anticipated. An updated indirect allocation printout should be available in January 2015. A variety of financial printouts were distributed for the commissioners' review. Mr. Boucher apprised the commissioners of the favorable follow-up inspection at the Water Utilities Department performed by the NH Department of Labor. Mr. Boucher will contact Mr. Dave Mercier, Underwood Engineers, to discuss design phase engineering services contract details regarding the 2015 Capital Improvement Plan for three projects: ultra-violet disinfection system, HVAC and the sump pump set up. Mr. Boucher recommends the sump pump portion be removed, as in-house personnel have performed similar work in the past, and the contract be promptly resubmitted for review in order that the document can be expedited should grant monies become available. The commissioners recommended Mr. Boucher verify with Mr. Mercier that the Comprehensive Wastewater Facility Plan document specifically includes plans, specifications and bid document language.

Non-Public Session, RSA 91-A:3,II(d) Land

Chairman Putnam made the motion to go into non-public session at 5:54 p.m. for the purpose of discussing land, per RSA 91-A:3,II(d). Vice-Chairman White seconded the motion. All voted in favor. At 6:01 p.m., Vice-Chairman White made the motion to exit the non-public session, seal the non-public minutes, and return to the public session. Chairman Putnam seconded the motion. All voted in favor.

Future Appointments/Meetings:

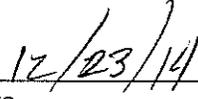
The next regular Commissioners' meeting will be Tuesday, December 23, 2014 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

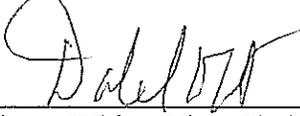
Chairman Putnam adjourned the meeting at 6:02 p.m. Vice-Chairman White seconded the motion; all voted in favor.



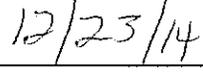
Michael E. Putnam, Chairman



Date



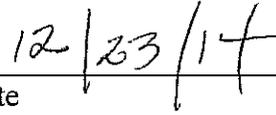
Dale A. White, Vice-Chairman



Date



Robert E. Courage, Commissioner



Date

Dave Boucher

From: Machon, Matthew <MMachon@Rhwhite.com>
Sent: Wednesday, December 10, 2014 4:02 PM
To: Dave Boucher
Cc: jkevan@tfmoran.com; Horgan, Dan; Govoni, Aaron
Subject: Milford NH 12" Water Line Extension Pricing

Good Afternoon Dave,

Thank you again for taking the time to review our bid this morning. We have reviewed our pricing based on our discussion and made the following changes which are summarized in the table below.

- **Additional Paving:** We have added paving costs for the potential of repaving the shoulder of Route 101a. Specifically to where the sewer services will need to be replaced.
- **Additional Directional Drilling:** This reflects the cost of purchasing a 24" HDPE sleeve (size recommended by our directional drilling contractor) along with added cost of the bore mentioned in the conference call.
- **Traffic Control Police Detail:** R.H. White had discussions with both NHDOT District 5 representative Jim Lillis and the Milford Police Department. This reflects the added cost of having a Police Detail with Cruiser as well as a Certified Traffic Flagger for the duration of the project.
- **Coordination with Pan Am Railways:** Due to the short time frame of this price change we were unable to get definitive pricing for this item. We have carried in this price a \$5,000 allowance for Railroad Liability Insurance and an allowance to account for (3) days of a Railroad Flagger to be on site during the scope of work that is in proximity to the railroad.

Previous Lump Sum Bid:	\$ 737,900.00
Additional Paving:	\$ 25,070.00
Additional Directional Drilling:	\$ 28,873.00
Traffic Control Police Detail:	\$ 62,860.00
Coordination with Pan Am Railways:	\$ 12,572.00
Sub Total	\$ 129,375.00
Grand Total Lump Sum:	\$ 867,275.00

Please do not hesitate to contact myself with any questions or concerns about these proposed changes.

Thank you,



Matt Machon

R.H. White Companies, Inc.

Junior Estimator

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