

**Water/Wastewater Commissioners'
Meeting Minutes
March 1, 2011**

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

Call to Order:

Chairman Courage called the meeting to order at 6:00 p.m.

Appointments:

There were no appointments scheduled.

Decisions:

Approval of Final Minutes – The minutes of the meeting held February 15, 2011 were tabled until the next meeting. The commissioners will review the January 5, 2011 meeting minutes recorded of the joint meeting held with the Commissioners, the Board of Selectmen, and the City of Nashua.

Water Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the January 2011 Bill Commitment 110131 and for the January 2011 Final Bills issued.

Sewer Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the January 2010 Bill Commitment 110131 and for the January 2011 Final Bills issued.

Sewer Abatement Request – 59 Falcon Ridge Road – Superintendent Boucher explained that there had been a misprint of the bill, as the water usage hadn't printed, only the office charges, and the bill hadn't been sent out, which amounted to \$21.00, and the new bill had been sent, therefore this abatement request is submitted for approval. Vice-Chairman Putnam made the motion to approve this abatement request in the amount of \$21.00. Commissioner White seconded the motion. All voted in favor.

Sewer Abatement Request – 53 Oak Street – Superintendent Boucher explained that this bill is in the name of Mrs. Barbara Perry. Discussion of the circumstances included the house not being occupied often, the recent installation of the electronic water meter, an extremely high water usage being noted by the office personnel, and the water had been shut off in 2009 after water flow had been detected during an on-site visit by the Water Department Foreman. During 2011, the Water Department personnel received a request from Mrs. Perry's son to turn the water on, at which time it was determined that the meter was broken and leaking underneath, into a dirt basement. Mr. Boucher said that the amount of the bill is \$8, 015.28 and that the abatement would be for the sewer portion that did not go down the drain,

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assuming that the water drained through the dirt basement, which would reduce the bill to \$4,299.20. Following discussion among the commissioners, who are well acquainted with Mrs. Perry and her lengthy service to the Town of Milford, Vice-Chairman Putnam made the motion to abate the bill in it's entirety, amounting to \$8,015.28, and would like her file to be noted that the water should not be turned back on until such time as the house plumbing has been inspected thoroughly. Chairman Courage seconded the motion. All voted in favor to abate this bill. Superintendent Boucher offered to prepare a new letter for signature.

Deliberative Session Budget Approval Process – Superintendent Boucher explained that the Town Administrator had suggested that the Water Utilities Budgets be included with the Town Operating Budgets for approval at Town Meeting on March 8, 2011. The Commissioners expressed disinterest in merging the budgets and Chairman Courage said that Attorney Drescher had explained two options during the Town's Deliberative Session on February 5, 2011. One was to leave the budget presentation the way it is, which could be amended if someone wanted make this motion during the Deliberative Session, but that we would not have a default budget, which we don't have. "Correct," agreed Superintendent Boucher. Mr. Courage said the other option was to include it in the Town operating budget, at which time we would be subject to having a default budget, just like the Town, and it was very clearly stated by Attorney Drescher that it was "either / or ". Superintendent Boucher said that where the Director of Financial Operations, Jack Sheehy, worked previously, for the Town of Exeter, the budgets were combined, and that Town Administrator Scaife had begun looking into this default budget issue with the D.R.A. prior to the Deliberative Session.. Mr. Boucher said that the D.R.A.'s position was that the Water Utilities Department had every right to have a budget of its own; however, the way they had dealt with it in the past was that it was easier to create a default budget if we worked with the Town's. Commissioner White said that the current budget method and system works well and that the budgets should continue to be presented separately. Vice-Chairman Putnam and Chairman Courage agreed. Commissioner White said that if the Town Administrator and Finance Director are adamant about combining the budgets, they should request to meet with the commissioners. Mr. Putnam and Mr. Courage agreed that such a meeting request wouldn't be scheduled, as further discussions about combining the budgets would not be necessary. Upon discussion, Vice-Chairman Putnam made the motion to leave the Water Utilities 2011 Budget as it is, as a separate budget from the Town's operating budget. Chairman Courage seconded the motion. All voted in favor of this motion. Chairman Courage added that by the Water Utilities Department continuing with the budget process as in the past, it is according to the State R.S.A.'s and Attorney Drescher's opinion. Chairman Courage requested that Superintendent Boucher communicate the commission's position to stay with the warrant article process. Mr. Boucher replied that he would see Town Administrator Scaife on Thursday during a staff meeting. The commissioners agreed that Mr. Boucher should send Mr. Scaife an email and copy the commissioners.

Water Capital Reserve Fund – Chairman Courage said the current allocation is \$8,000.00 per month (\$96,000 per year) for the water capital reserve fund, and money is not put in the sewer capital reserve fund because at this time there is no extra money. He said that hopefully when the new sewer rate is in place, the commission can get back to allocating funds to the sewer capital reserve fund. He said that, as the commissioners already know, there is a substantial expenditure to replace Curtis Well #2, and, fortunately, there is enough money in the capital reserve fund to address this. He said that with the water rates implemented last year, the intent was to increase the capital reserve fund from \$8,000.00 to a more realistic amount, perhaps to have even doubled the current amount. Mr. Courage said that he

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hadn't yet discussed this with the Superintendent, however, based on the current revenue, that the commission might want to raise the amount of the water capital reserve fund to \$11,000.00 per month. Commissioner White asked why \$11,000.00 versus \$16,000.00. Mr. Courage said he didn't think there was enough revenue to justify allocating more than \$11,000.00 at this time, adding that the last cash balance sheet he had received from Finance was dated December. Mr. Boucher said that he would request updated information from Finance. Mr. Courage said that by increasing the water capital reserve account from \$8,000.00 to \$11,000.00 in March, the funds will be there to draw from, and that the R.S.A.s allow for the amount to be raised or adjusted as is deemed necessary by the Board of Commissioners. Vice-Chairman Putnam made the motion to increase the amount of the water capital reserve fund from \$8,000.00 to \$11,000.00, effective with the March 2011 allocation, and that this amount may be adjusted, higher or lower, pending the review of the next financial report received. Commissioner White seconded this motion. All voted in favor.

Information Items

Stantec Consulting – Seepage Receiving Update – Superintendent Boucher distributed an email received from Mr. LaBranche, Stantec Consulting, indicating the loan agreement should be received by March 8 or 9, and that the commissioners should sign it by March 22 so that it can be returned to NH DES by March 24 for the Governor and Council meeting for approval. The contract amount will be finalized with Weston and Sampson, the low bidder for this project. Mr. Courage said that contract costs will be reduced due to the elimination of some portions of the project being completed by our in-house staff and that the Town of Wilton will contribute toward the project costs. Commissioner White and Chairman Courage agreed that not all project activities must be inspected, further reducing costs. Vice-Chairman Putnam recommended obtaining an inspection schedule and the associated price breakdown. Mr. Boucher said that he is expecting to get some design questions answered regarding the septage treatment process and how the gravity thickener will be plumbed in. Mr. Boucher said he expects to have all estimated costs, including any design changes, prior to the pre-con meeting.

Future Meeting with the Wilton Sewer Commissioners – Mr. Boucher explained that a meeting regarding Wilton's contribution toward the new Septage Receiving Facility will be scheduled with the Wilton Commissioners upon Mr. Tuttle's return to better health, and stated that Mr. McGettigan had resigned from his position as a Wilton Board of Sewer Commissioner.

Nashua Acquisition of Pennichuck Water – Mr. Boucher distributed a handout received from Olsen and Gould, a petition submitted on behalf of the Town of Milford, as an interested party, in order to be able to exercise its right to intervene, if necessary, during future proceedings. Mr. Courage said that he had received a phone call from Mr. Gould on this matter, and that Milford may want to do so if Pennichuck rates to Milford were to be increased.

Activity Report - Reviewed by the Commissioners.

Non-Public Session (RSA 91-A:3,II(d)) Land – At 6:50 p.m. the Commissioners entered into Non-Public Session by unanimous vote. No announcements were made upon exiting from the non-public session at 7:10 p.m.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, March 15, 2011 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

A motion to adjourn the regular meeting was made by Vice-Chairman Putnam at 7:12 p.m. Commissioner White seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date