

**Water/Wastewater Commissioners'
Meeting Minutes
May 11, 2010**

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.

Decisions:

Approval of Final Minutes – Vice-Chairman Putnam made the motion to approve the minutes of the meeting held on April 27th with one correction being necessary. Chairman Courage seconded the motion. All voted in favor.

Sewer Camera Purchase – The commissioners reviewed and discussed the three quotes received from J. F. McDermott Corporation for a replacement sewer camera, including:

\$9,373.00 Insight/Vision Digital Express Push Camera with 4-hour battery, 200' pushrod, self-leveling color camera, built-in sonde, 10.4" monitor, memory card, assorted skid sets, and shipping costs

\$10,515.00 Rigid Camera System with 200' seeSnake Reel with self-leveling color camera, 115v monitor, transmitter, 6" centering guides

\$10,095.00 Veri-sight TV System with 200' push rod system, 6" monitor, transmitter, sonde, skid sets, hard drive memory, counter, text writer and stainless steel frame

Superintendent Boucher explained that although these models appear similar, the Collection System Foreman recommended the purchase of the Insight/Vision Digital Express Push Camera as it has all the features that would most closely suit the needs of the department, and that Collection System Foreman Whitfield recommends selling the old sewer camera to Wetherbee Plumbing in the amount of \$500.00. Chairman Courage noted that he has done business with the J. F. McDermott Corporation since the 1950's with very good results and supports the Collection System Foreman's selection. Commissioner White agreed with McDermott's longstanding reputation, and suggested that when written price quotes are sought in the future, three different, comparable companies should be contacted in order to obtain the most competitive pricing. Vice-Chairman Putnam made the motion to approve the purchase of the Insight/Vision Digital Express Push Camera from the J. F. McDermott Corporation of Whitman, Massachusetts as described in the quote dated April 20, 2010 in the amount of \$9,373.00, using funds within the Sewer Department Budget. Commissioner White seconded the motion. The commissioners voted unanimously in favor of this purchase. Vice-Chairman Putnam made the motion to sell the

Water/Wastewater Commissioner Meeting Minutes
May 11, 2010

existing collection system sewer camera, a Pear Point Video Inspection Camera Model P371, in the amount of \$500.00 to Jim Wetherbee as recommended by the Collection System Foreman. Chairman Courage seconded the motion. All voted in favor.

Water Users Fee/Tax Collector's Warrant -- The Commissioners signed this document as presented for the April 2010 Bill Commitment 100430 and for the April 2010 Final Bills issued.

Sewer Users Fee/Tax Collector's Warrant -- The Commissioners signed this document as presented for the April 2010 Bill Commitment 100430 and for the April 2010 Final Bills issued.

Abatement Request – 154 Bridge Street – Vice-Chairman Putnam made the motion to approve this water and sewer abatement request as presented, in the amount of \$75.86, as the final bill prepared had been issued to the resident (who was moving to a new address) as well as the “regular” water bill. The usage to be abated is 1035 cubic feet. Commissioner White seconded the motion. All voted in favor.

Discussions:

Septage Receiving Facility – Bid Results of May 5 – Superintendent Boucher noted that Chairman Courage, Commissioner White, and Mr. George Carlson of the NH DES were in attendance during the bid opening of May 5th. The list of bidders, as prepared by Mr. LaBranche, Stantec Consulting, included:

White Mountain Corporation	\$1,114,590.00
Waterline Industries Corporation	\$1,137,137.00
Winston Builders	\$1,182,275.00
R.H. White Construction	\$1,244,386.00
T Buck Construction	\$1,155,500.00
Weston and Sampson CMR, Inc.	\$1,098,500.00
Kinsmen Corporation	\$1,121,800.00

At \$1,098,500.00, Weston and Sampson was the low bidder, Mr. Boucher said. Chairman Courage added that some of the smaller, underground pipe work could be done by the Water Department staff to reduce some of the project costs. Mr. Carlson will look into whether additional grant money might be available. Mr. LaBranche will begin checking references and which project price aspects could be reduced. Superintendent Boucher is expecting a return telephone call from Mr. LaBranche.

Water Exploration – Chairman Courage said that during a recent site walk at the Trombly land on North River Road with a representative from the John Crafts Appraisers (Merrimack, NH) to indicate the proposed locations of the pump station and access road, Mr. Trombly was available to answer questions posed by the appraiser. A formal appraiser's report is expected within the next three weeks.

Johnson Street Water Main Replacement Project – Chairman Courage explained that, as discussed during the previous commissioners' meeting, the Water Department Foreman, Jim Young had obtained flow tests and material price quotes for this project. Mr. Young had tested the hydrant for fire-flow purposes on Walker Street (as there are no issues with supplying the domestic water demand, at 20 PSI residual). Walker Street is parallel to, and very close to, Johnson Street. Johnson Street has a 4" water

Water/Wastewater Commissioner Meeting Minutes
May 11, 2010

line and Walker Street has a 6" water line. The water is delivered at a rate of 728 gallons per minute at Walker Street and at a rate of 624 gallons/minute at Johnson Street--a difference of just 104 gallons per minute. Chairman Courage said it is his opinion that spending \$25,000.00 to replace the water main on Johnson Street to gain an additional 104 gallons/minute for fire-flow is not a very cost effective project. Knight Street, off of West Street, is a 6" "feed line". The 12" West Street line delivers approximately 2,000 gallons per minute, for hydrant purposes. Commissioner White agreed that although Johnson Street is not very constricted, there may never be a cheaper time to replace the water main, however, he would not necessarily advocate a water main replacement unless the need is definitive. Chairman Courage said that while the 4" Johnson Street line is older than the Walker Street line, there have not been water main breaks along Johnson Street and that other projects may have a higher priority.

Chairman Courage said that he had asked to have the Union Street Water Main topic added to tonight's agenda because he didn't think that the other two commissioners were on the Board when the Union Street tie-in was being discussed, between Orange Street and Lincoln Street. Chairman Courage recounted CIP plans made during the previous superintendent's tenure, to eventually replace a 6" water line in the vicinity of Union Street, Lincoln Street, and Orange Street. Approximately two years ago, he said, the first leg of that project was performed with the in-house staff: a 6" water main replacement occurred westerly along Lincoln Street, at the intersection of Union Street. Last year, the department intended to begin replacing the 6" line on Union Street, southerly to (at least) Cherry Street, where a hydrant is located between Cherry and Union Streets. The material was bought (pipe, gate valves, tees, hydrant), but the project was not begun. The original plan was to replace during the following year the rest of the Cherry Street/Union Street line to the tie-in, just south of Willow/Orange Streets. The total project, where it was left off at Orange Street, was approximately 700', and the intended gain would have been a 12" line, from South Street all the way to the Holland Tank, as well as tie into the 12" West Street line, resulting in a looped system of 12" pipe, for maximum fire-flows, should the need arise. Project design plans were created a few years ago, and the substantially increased fire-flow benefits were computer-modeled, he said, which would have helped Cherry and Cottage Streets because when the tie-ins were made, 8" valves were tied into the existing 6" lines nearby.

Chairman Courage said that since the preliminary work has been completed, two options are available: do the work to improve the water distribution system now, with our staff, or hold money in an escrow account and do the project next year. It was recalled that this Board had decided to forgo an increase in hydrant rental fees this year. Doing this water main replacement work should be a high priority, in Chairman Courage's opinion, as it would resolve the "bottleneck" between two streets with 12" water lines, and a 6" in the middle. Commissioner White asked whether a bond issue, if placed before the townspeople for a decision, would win approval. Chairman Courage thought it would be met with approval. Commissioner White asked if budget funds should be preserved and this project be bonded. A benefit is that half of the materials are already on hand, therefore the amount of a bond would be less. Vice-Chairman Putnam asked who would repay the bond, the water users or the taxpayers. Commissioner White responded that it should likely be the taxpayers, at the risk of being naïve, he said, due to the area under consideration and the 12" pipe involvement for fire flows, the protection of the large area, and due to the overall improvement to the water distribution system, water storage, and water circulation. Commissioner White believes this water improvement project would benefit the whole town. Chairman Courage and Vice-Chairman Putnam believe that such a project would most likely not gain the support of the Board of Selectmen, as previous Boards of Selectmen also considered improvements to the water distribution systems should be funded by water users. Superintendent

Water/Wastewater Commissioner Meeting Minutes
May 11, 2010

Boucher said that he would like to avoid a bond issue due to the pending NPDES permit requirements. Chairman Courage said that an increase to future hydrant rental fees to offset project costs would help “sell” this project to the water users, as an adequate water supply currently exists for domestic purposes. He said that such a project would improve the overall distribution system, as a whole, but would be a big benefit for fire protection for the townspeople.

Chairman Courage asked, at a price between \$20,000.00 - \$25,000.00, what the commissioners would like to do with Johnson Street? Commissioner White pointed out that DPW would like to do road work in June, and that the price may be as high as \$30,000.00. Vice-Chairman Putnam said he would like some time to weigh the pros and cons of doing this project now versus later. The funds are probably in the budget, he said, and most of the road will be dug up, a few hundred feet of copper pipe would be eliminated, or should this topic be tabled for now? Superintendent Boucher said that he would get an inventory/age of the pipe (guessed to date back to the 1920’s) and inform the commissioners, and will get additional information from the Collection System Foreman (i.e., the known section with about a 100’ dip). Chairman Courage said that he would prefer the Union Street improvement project to be a high priority project for next year, and that he is willing to sell a bond issue (expecting the water users to fund the project). Chairman Courage guessed that there might be enough money now to do the Johnson Street project, OR do the Union Street project by going as far as Cherry Street, if Johnson Street wasn’t done now, but that would require digging up Union Street this year and again next year, which is not optimal. There are a lot of services along Johnson Street that would require replacement. Superintendent Boucher will ask the Collection System Foreman to TV the Johnson Street sewer line before the next meeting and then discuss whether there are protruding services or broken pipe needing replacement and any associated slip lining costs. Commissioner White wrapped up the discussions by saying the extent of project possibilities will be discussed further at the next meeting when additional information will be available, and that the Union Street water main may be a project for next year, as a bond issue through the users. Vice-Chairman Putnam and Chairman Courage agreed that the town-wide benefits could begin to be discussed this year.

Commissioner White made the motion to replace 800’ of 4” cast iron water main pipe on Johnson Street with 6” duct lining in conjunction with the DPW road project to be performed mid-summer at an estimated cost of \$25,000.00, including equipment. Upon discussion, Commissioner White withdrew this motion, and Vice-Chairman Putnam made the motion to table this decision until the next meeting to consider the pros and cons of increasing the number of gallons of water per minute, once the age of the water main and a five year history and/or engineering reports with water main pipe history has been determined. Chairman Courage will refer to the report prepared by SEA Consultants when he was a Selectmen to see if it contains relevant water main information for this vicinity. Chairman Courage seconded the motion. All voted in favor of tabling this topic until the next commissioners’ meeting.

Vice-Chairman Putnam made the motion to place the Union Street Project, for the replacement of 700 feet of 6 inch cast iron water pipe with new 12 inch duct lining in that section between Lincoln and Orange Streets, as a 2011 bond issue. Commissioner White seconded the motion. All voted in favor.

Project Request Forms for 2011 – 2016 Capital Improvement Projects Above \$75,000.00 -

Superintendent Boucher will complete the forms. Vice-Chairman Putnam asked how will our projects impact the CIP, since the purpose of the CIP is a strategic planning document toward maintaining a level tax base, and Water Utilities projects are not on the tax base in the same way that fire trucks would be.

Water/Wastewater Commissioner Meeting Minutes
May 11, 2010

Commissioner White said that he would like to see the Water Utilities information submitted and considered by the CIP Committee. Chairman Courage said the proposed well site should be included in the CIP, i.e., through 2014 for the permitting process, and the Prospect Hill tank replacement, and the information should be reviewed annually. He added that Board of Selectmen support and endorsement for the new well site on North River Road will be important, and therefore should be in the CIP and kept up to date. Superintendent Boucher will contact Bill Parker to determine if he wants only that which will impact the tax rate, and will refer to the recent rate study. Vice-Chairman Putnam said that a CIP work session is planned for next Monday.

Replacement Trees Near Holland Water Storage Tank – Superintendent Boucher said that he obtained prices from House By the Side of the Road; the cost would be \$50 per semi-mature tree and he would purchase three trees for a total of \$150.00 and the staff will do the planting.

Entrance Fee Scenario – Superintendent Boucher said that he had received an email from Community Development regarding 79 Amherst Street changing to a two family structure, and that Fire Department Impact and Police Department fees have been paid, but the Certificate of Occupancy hadn't been issued yet. He explained the use of the building had gone from a mother-in-law apartment to a florist shop and now is planned to become an apartment, after the building code issues are met, according to Bill McKinney and Dana MacAllister. There are no people currently living there; one meter is connected to this address; the landlord is paying for the water. Community Development doesn't consider this conversion to an apartment as being eligible for entrance fees, yet Superintendent Boucher thinks that the entrance fees should have been payable years ago, because if the landlord doesn't pay the water bill and the water gets shut off, the tenant would have to evacuate the premises due to an inoperable sprinkler system. Chairman Courage said that the change legally to an apartment is not the same as an addition, as a toilet is not being added to a living space. Anything above a duplex is considered "commercial". Superintendent Boucher will ask Community Development to keep the Water Utilities Department in the communication loop as changes develop.

Wireless Communications/Telephone System Improvement at Water Utilities Department – Superintendent Boucher said that with the Comcast representatives here, the connections have been good. Guide wires should be put up for the windy days. A flash test is needed, as the antenna may not be high enough or readers may not be aligned (line of sight may not exist). Bruce Dickerson, IT Director, will get a firm date of the Vermont-based company within a couple of weeks. Vice-Chairman Putnam suspects that different bands on antennas may be interfering with signals. Superintendent Boucher will keep the commissioners informed.

Information Items:

Grit Removal Building Wind Damage Insurance Claim of 2/25/10 – Superintendent Boucher will check on the Primex Status.

Superintendent Objectives – To be discussed at a future meeting.

Jobsharing – Chairman Courage said that the commission had agreed to hire someone to work as a part-time assistant/back-up to the Billing Clerk, assigning other clerical duties as needed. He is aware that when the Billing Clerk worked at the South Street, Public Works location, that she performed additional

duties such as processing the DPW accounts payable and may have filled in as an occasional back-up to the DPW Administrative Assistant on occasion. He is wondering whether the part-time assistant to the Billing Clerk should be assigned additional, separate duties for some of the time she is at the Water Utilities Department, perhaps taking on some of the tasks now performed by the Superintendent, the Water Foreman, the Wastewater Foreman, and the Water Utilities Admin Assistant. Superintendent Boucher will assign shared duties and come back to the commissioners with a list at the next meeting.

Activity Reports – Reviewed by the commissioners. Superintendent Boucher will find out from Jim Dargie whether he has heard anything from the company from which the pump was ordered. Jim Young had called the alarm company to come to the Curtis Well building, and will place the necessary calls to disconnect the power in order to raise the electrical sockets at Curtis Well.

Collection System Garage Heat Costs Spreadsheet - Vice-Chairman Putnam commented that the payback for the upgrades to the collection system garage may be evident after a year or two.

Ashley Commons - The “as-builts” for Ashley Commons will be received soon. Vice-Chairman Putnam said the Water Utilities personnel did a good job during the six week absence of the Superintendent.

Future Appointments/Meetings:

The next meeting of the Water and Wastewater Commissioners will be held at 6:00 p.m. on Tuesday, May 25, 2010 at the Water Utilities Department, 564 Nashua Street.

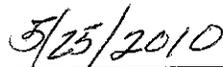
Adjournment:

A motion to adjourn was made by Vice-Chairman Putnam at 7:50 p.m. Commissioner White seconded the motion. All voted in favor.

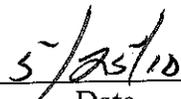
Respectfully submitted,

Evelyn B. Gendron


Robert E. Courage – Chairman


Date


Michael E. Putnam, Vice-Chairman


Date


Dale A. White, Commissioner


Date