

**Water/Wastewater Commissioners’  
Meeting Minutes  
December 23, 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 1:12 p.m.

**Decisions**

Approval of Meeting Minutes – Vice-Chairman White made the motion to approve the minutes of the December 10, 2014 meeting as presented. Commissioner Courage seconded the motion. All voted in favor.

Wilton Adjusted Cost of Operations – The three commissioners signed the memo dated December 23, 2014 authorizing Mrs. Kathy Townsend, Finance Department, to forward documentation she prepared pertinent to billing the Town of Wilton in the amount of \$5,120.00 for Wilton’s share of 2013 wastewater operating expenditures. Director Boucher commented that it has been three years since Wilton has owed Milford.

Dram Cup Water Tank Disbursement Request & Pay Request #1 – Chairman Putnam signed the NH Department of Environmental Services’ Request for DWSRF Disbursement form and D.N. Tanks’ Contractor’s Application for Payment No. 1, relative to the Dram Cup Hill Tank Restoration project, currently in progress. Director Boucher will forward these forms to the NH DES for approval.

Penguin Mart Correspondence – Chairman Putnam signed the correspondence apprising the property owner that the business sign located on West Elm Street may require relocation, should the NH DOT determine relocation is necessary to the business sign if it exists within the state’s Right of Way. This is a courtesy notification of a future possibility; no action by the owner is currently required. This is relative to ongoing discussions relative to a proposed West Elm Street Water Main Extension project and the NH DOT plans for Elm Street road modifications during 2016.

Water Abatement – 32 Elm Street, Backflow Charges – Ms. Jessica Hardwick, present during this meeting, explained that this commercial customer had been billed for a RPZ device instead of a DCVA device. Following the commissioners’ review of this account’s billing history and based upon the recommendation of Director Boucher, Commissioner Courage made the motion to approve this water abatement credit in the amount of \$170.00 as presented. Vice-Chairman White seconded the motion. All voted in favor. Vice-Chairman White inquired whether Ms. Hardwick had spoken with Lake Sunapee Bank about this matter. Ms. Hardwick stated she had not, and that she would send a letter.

## **Discussion/Information Items:**

Pool Fill, Ice Rink Billing Credits – Ms. Hardwick explained that following a customer’s inquiry relative to building an ice rink it became evident that a misunderstanding exists as to the current terms and frequency by which pool fill credits are being issued. She referenced her 2006 job training, and distributed spreadsheets of seasonal water bill adjustments approved for pool fills, which require customers to provide starting/ending water meter readings and approval by the Board of Commissioners. Ms. Hardwick explained how billing abatement request approval process compares to pool fill credit requests. Director Boucher pointed out how the 80/20 metered billing calculations account for the seasonal water usage prior to significant, seasonal water usage by a customer, such as a first-time pool fill. He said it is already assumed that 20% of water utilized by residential customers, billed at a lesser rate than commercial customers, does not enter the drain, which amounts to a 20% bill reduction for the sewer portion of these types of outside water usage. He questioned whether requests for pool fill credit should continue to be considered, to avoid a double benefit which does not help the sewer budget. Discussion followed relative to second irrigation meters, residential/commercial billing calculations, and mention of the one-time pool fill abatement process within an annual Town Report. Ms. Hardwick and Director Boucher answered the commissioners’ questions. Vice-Chairman White asked whether the issue this evening is whether to continue or eliminate pool fill and/or ice rink billing adjustments. Director Boucher said yes, adding that ice rink bill adjustments have not been approved to date. In the absence of a specific customer’s request for a pool fill or ice rink billing credit to be approved this evening, Chairman Putnam announced no decision will be made today. This topic will be tabled and kept on the agenda for future discussion. Ms. Hardwick asked to receive a clarifying procedural decision from the commissioners by March.

West Elm Street Water Main Extension Rebid – Update – Director Boucher apprised the commissioners of the December 22, 2014 email received from Mr. Jeff Kevan, T. F. Moran, announcing that he had distributed a bid addendum to six contractors and that a bid is no longer anticipated from American Excavating. Mr. Kevan and Mr. Jim Young, Water Department Foreman, will attend the bid opening on Monday, January 5, 2015 at 2:00 pm at the Water Utilities Department.

Dram Cup Water Storage Tank Rehab Project – Inspection Update – Director Boucher explained this storage tank is still curing, disinfection will occur the first week of January, and the tank should be on-line mid-January. Chairman Putnam inquired whether any impact has resulted from this tank being off-line. Mr. Boucher said no.

2015 Draft Warrant Article – Director Boucher distributed the updated draft warrant article and noted the verbiage change referencing the “Route 101 West Corridor”. The commissioners’ input is welcomed until January 9<sup>th</sup>, when all warrant articles must be received by Ms. Tina Philbrick. Chairman Putnam said the Board of Selectmen voted 4 – 1 in support of this warrant article.

Draft 2015 Water Utilities Department Budget – Director Boucher explained the changes he made to the 2015 Water Utilities budget, resulting in a proposed .9% increase to the Water Department budget and a proposed 4.9% increase to the Sewer Department. Vice-Chairman White inquired whether issues affecting the 2015 budget changes and increases could be readily explained by Director Boucher during the budget committee and deliberative sessions. Mr. Boucher said yes. Mr. White requested a cost comparison of the sludge transportation versus composting costs be available at the next meeting. Mr. Boucher said he would prepare the information.

Comprehensive Wastewater Facilities Plan, Draft Design Phase Engineering Contract – Director Boucher distributed the emails received from Mr. David Mercier, Underwood Engineers dated December 19 and December 22, 2014 regarding Underwood’s Draft Design Phase Engineering Services Contract. Mr. Mercier wrote “As the current proposed projects are conceptual, the contract involves meetings with the Town to look at alternatives and to develop a final design that makes the most sense for Milford.” He indicated that “if the level of effort to finalize bid documents is less than estimated, then only the effort incurred will be billed”. Mr. Mercier wrote a brief summary of what the \$102,000 contract entails: “In short, the contract would involve taking the three CIP projects identified for 2015 (UV Replacement, Secondary Clarifier Scum Pit Modifications and Admin Building HVAC Upgrade) from the conceptual level presented in the Facilities Plan Report to the point of complete, PE-stamped and NHDES approved bid documents for use by contractors to bid and construct the projects, including structural, mechanical, electrical and instrumentation details.”

Commissioner Courage inquired when Underwood’s final report would be received. Mr. Boucher will follow-up with Mr. Mercier. Discussion followed as to whether to award the project to Underwood or put the project out to bid. The financial impact for each the various project components proposed by Underwood were considered. The consensus was that Director Boucher and the Board of Commissioners felt Underwood could manage the scope of work and had a thorough understanding of Milford Water Utilities Department’s status, including needs and strengths. Commissioner Courage made the motion to approve Underwood Engineers’ Design Phase Engineering Services Contract for Milford’s wastewater facility upgrades, including UV Replacement, Secondary Clarifier Scum Pit Modifications and Admin Building HVAC Upgrade, in the amount of \$102,000.00, said funds to be withdrawn from the sewer capital reserve fund. Vice-Chairman White seconded the motion. All voted in favor. Director Boucher presented documents to each commissioner for signature. Mr. Boucher noted that page 2 of 6 of the contract indicated the project completion date is based upon a set number of days from contract award. Mr. Boucher will speak with Mr. Mercier with contract priorities with respect to the calendar.

Prospect Tank – Commissioner Courage said the repair or removal of the 250,000 gallon Prospect Tank should be considered and decided upon before high expenses are incurred. Steel from this water storage tank will bring considerable scrap metal money. Director Boucher said funds had been earmarked in the 2015 budget to remove Prospect Tank and that two engineering studies supported the tank’s removal. Commissioner Courage made the motion for engineering plans and specs to be prepared and to move toward a bid. Chairman Putnam seconded the motion. All voted in favor.

Activities Report – Reviewed by the commissioners; Mr. Boucher responded to the commissioners’ inquiries. He stated Milford’s Water Utilities Department is the recipient of a Homeland Security grant, which will be signed by the Board of Selectmen during their next meeting. Director Boucher advised the commissioners he would be out of the office on Thursday, January 22 and Friday, January 23.

### **Future Appointments/Meetings:**

The next regular Commissioners’ meeting will be Tuesday, January 6, 2015 at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

Chairman Putnam made the motion to adjourn the meeting at 2:25 p.m. Vice-Chairman White seconded the motion. All voted in favor.

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Michael E. Putnam, Chairman

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Date

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Dale A. White, Vice-Chairman

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Date

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Robert E. Courage, Commissioner

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Date