

**Milford Water/Wastewater Commissioners’
Meeting Minutes
July 7, 2015**

Present: Michael 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 6:00 p.m.

Decisions/Approvals

Approval of Meeting Minutes – Vice-Chairman White made the motion to approve the June 23, 2015 meeting minutes as presented. Chairman Putnam seconded the motion. All voted in favor.

Decisions/Approvals for Items Not on the Agenda:

Water Users Fee/Tax Collector’s Warrant – The commissioners signed the Tax Collector’s Warrant received 7/7/15 for collection of taxes in the matter of water users fees for the June 2015 Bill Commitment 150630 and for the June 2015 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The commissioners signed the Tax Collector’s Warrant received 7/7/15 for collection of taxes in the matter of sewer users fees for the June Bill Commitment 150630 and for the June 2015 Final Bills issued.

Water Utilities Department Director’s Vacation – Upon the motion made by Commissioner Courage, seconded by Chairman Putnam, the commissioners voted unanimously to approve Director’s Boucher’s request to utilize accrued vacation time Wednesday through Friday, July 22 – 24, 2015.

Discussion/Information Items

West Elm Street Water Main Extension – Update – Director Boucher explained the water main directional drilling progress and addressed the commissioners’ questions. He is pleased with the succession of project activities and frequency of departmental inspections. Mr. Boucher reported that an inspector from Boston & Maine/Pan Am Railways, a Water Department employee and Park Construction reps are scheduled to be on-site for project work at the railroad tracks on Saturday, July 11th. The September 1st project completion date will be met.

Prospect Hill Water Storage Tank Removal Project –Project Update – Chairman Putnam signed contract documents prepared by Stantec Consulting. The Prospect Tank pre-construction meeting will be held at the Water Utilities Department on July 14th at 2:00 pm. Discussion followed regarding planned tank-to-tank communication signal work and removal of the tank from the water distribution system.

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Photographs will be taken of this tank prior to and during the scheduled demolition. Chairman Putnam will request the Board of Selectmen consider placing a Prospect Tank photograph on the 2015 Milford Annual Report front or back cover.

Dram Cup Supplemental Loan Agreement/Project Completion – This will be signed by the Board of Selectman during their July 13, 2015 meeting.

Border Street Water Main Project – Director Boucher summarized his recent conversations with Mr. Jeff Kevan, T. F. Moran pertaining to Border Street maps, hydrant distances, and short-bid package action items. Addressing the commissioners' inquiries, Mr. Boucher retrieved scope of work, cost, and construction oversight details of Milford's Elm Street water main upgrade project to compare/contrast data of the two water projects. Responding to Chairman Putnam's Border Street hydrant flow inquiries, Mr. Boucher quoted the report details indicating insufficient water supply availability of Amherst Street and Souhegan Street water mains. Mr. Jim Young, Water Department Foreman, has spoken with Mr. Bruce Berry, Amherst DPW Director, regarding Milford's plans to shorten the distance between Milford's two existing hydrants on this street, as the Amherst DPW is planning a drainage project. Milford Border Street water main and temporary water service discussions continued with Mr. Boucher and the commissioners referring to Border Street maps. Chairman Putnam recommended the Amherst Fire Department be alerted of the planned hydrant changes, as a courtesy, in the event that fire flow needs arise during the project. Vice-Chairman White stressed the need to get this project out to bid as soon as possible, as companies are actively involved in summer projects. Commissioner Courage recommended project material be ordered early to avoid contractor/project delays. Mr. Boucher confirmed material and cost lists have been prepared. Discussion followed regarding invitational versus open-advertising this project's bid opening. Chairman Putnam made the motion that an invitational bid package be prepared for the Border Street Water Main Project for the commissioners' review during the July 21st meeting, so that project bids may be disseminated by the commissioners' August 4th meeting. Commissioner Courage seconded the motion. All voted in favor.

Activities Report – Reviewed. Commissioner Courage initiated discussion regarding the quantity and variety of maintenance related tasks the current Water Department personnel have been unable to perform during much of 2015. He recommended the Water Department return to a four-man staffing level, versus the current staff of two, noting that a Water Department Operator position is currently being advertised in the regional newspapers. He cited some important tasks that would resume when the department could return to a proactive approach and reestablish the former frequency and detail-oriented level of income-producing activities.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher explained staff has received training on the security camera system. The sludge container pad is almost complete. The base of the Mayflower Tank will be pressure washed. Planned collection system interceptor work was discussed.

Financial Reports & Statements: The commissioners received and reviewed monthly financial reports.

Non-Public Session: The commissioners did not enter into a non--public session regarding land during this meeting.

Future Appointments/Meetings:

The next Commissioners' meeting will be held on Tuesday, July 21, 2015 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

At 7:00 p.m. Chairman Putnam made the motion to adjourn the meeting. Commissioner Courage seconded the motion. All voted in favor.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date