

**Milford Water/Wastewater Commissioners’
Meeting Minutes
August 4, 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 6:05 p.m.

Decisions/Approvals

Approval of Meeting Minutes – Chairman Putnam asked for a motion regarding the minutes of the previous commissioners’ meeting. Commissioner Courage made the motion to approve the July 21, 2015 meeting minutes as presented. Vice-Chairman White 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 July 2015 Bill Commitment 150731 and for the July 2015 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 July Bill Commitment 150731 and for the July 2015 Final Bills issued.

1993 Sewer Service Lien Release, 153 Elm Street – The commissioners signed the Town of Milford, NH Report of Lien Redemption regarding Lien Book and Page 5407/1946, Tax Map and Lot M19 L06, prepared by Ms. Kathy Doherty, Milford Tax Collector. Ms. Doherty’s July 24, 2015 memo to the commissioners indicated she will file the approved redemption with the Hillsborough County Registry of Deeds.

Water/Sewer Abatement Request/Billing Correction – 4 Christine Drive – Following Director Boucher’s explanation of the billing overcharge resulting from misreading a water meter printout, Vice-Chairman White made the motion to approve this water/sewer billing abatement request in the amount of \$52.48. Chairman Putnam seconded the motion. All voted in favor.

Sewer Abatement Request/Pool Fill Credit – 20 Pleasant Street, Apt. A – Mr. Boucher explained this is a one-time, seasonal pool fill credit request in the amount of \$56.10. Commissioner Courage made the motion to approve this credit request as presented and recommended by Director Boucher. Vice-Chairman White seconded the motion. All voted in favor.

Water Abatement Request/Damaged MIU Credit – 13 Quarry Circle – Mr. Boucher said this damaged meter interface unit had been discussed during the previous commissioners’ meeting. Mr. Boucher said since the July 21 meeting, Mr. Newton had submitted a check, had forwarded the invoice to the Quarry Condo Association indicating that he had not broken the water meter interface unit, and that Mr. Newton had requested an abatement in order that his paid funds be returned, as there would be a time delay due to avoid the accrual of interest on this account in the interim until the next Quarry Condo Association meeting. Mr. Boucher noted that Mr. Newton indicated his payment was made “under protest” as the Newton family had not broken the water meter equipment. Mr. Boucher said Mr. Newton had described to him damages to nearby shrubs that would be in keeping with the roof having been cleared of winter snow. Following discussion, Commissioner Courage made the motion to reimburse Mr. Newton in the amount of \$121.25 and to issue a bill to the Quarry Condominium Association, itemizing external water meter equipment damages in the amount of \$121.25 versus “miscellaneous”. Chairman Putnam seconded the motion. All voted in favor.

Discussion/Information Items

West Elm Street Water Main Extension – Update – Director Boucher said this project is almost complete. He listed the town water billable accounts along the Elm Street portion affected by the water main project and which parties have pulled permits to connect to town water. Project clean-up and a punch list discussion remain to be done. A walk-through of the Elm Street water main project area is being scheduled with Mr. Boucher, Mr. Jim Young, Water Department Foreman, and Mr. Jeff Kevan, T. F. Moran. Vice-Chairman White said an exceptional job has been accomplished on this water main extension project. Mr. Boucher will verify the NH DES stipulations for what should be allowed to remain in the state right of way.

Prospect Hill Water Storage Tank Removal Project –Project Update – Mr. Boucher reported that a high-reach excavator will be delivered to this project site. He will contact Ms. Kathy Cleveland, Cabinet Staff Reporter, to submit information regarding this project. Mr. Boucher said the contractor will try to preserve the lightning rod from this water storage tank for display at the Water Utilities Department. Discussion followed with all commissioners in agreement regarding the need for the next Water Utilities Department ten year facility plan to include an additional water tank in the vicinity. Commissioner Courage explained a shorter water storage tank could be built upon property bearing a sufficiently high elevation, such as a 34 foot tank could work at 440 foot ground elevation.

Border Street Water Main Project – Director Boucher said a project bid package is not available this evening. Plan changes were needed, resulting in the need for an updated parts list. He will verify parts availability. Vice-Chairman White inquired whether the status of Amherst’s DPW drainage project for Border Street is known. Mr. Boucher said the Amherst DPW crew may be ready the end of August. Commissioner Courage inquired what information the contractors will be requested to furnish in the bid packages.

Activities Report – The commissioners reviewed the supervisory activities report. Director Boucher will provide another copy of the Water Utilities Department’s equipment replacement list to Vice-Chairman White. Commissioner Courage inquired of the construction activities at Scarborough Lane. Mr. Boucher explained the preliminary approval for a water loop system and a new altitude line. Chairman Putnam confirmed he continues to approve Water Utilities Department expense manifests regularly in the Finance Department.

Future Appointments/Meetings:

The next Commissioners’ meeting will be held on Tuesday, August 18, 2015 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

At 7:05 p.m. Chairman Putnam made the motion to adjourn the meeting. 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