

**Milford Water/Wastewater Commissioners’
Meeting Minutes
September 1, 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 6:07 p.m.

Decisions/Approvals

Approval of Meeting Minutes – Chairman Putnam made the motion to approve the August 18, 2015 meeting minutes as presented. Commissioner Courage 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 August 2015 Bill Commitment 150831 and for the August 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 August Bill Commitment 150831 and for the August 2015 Final Bills issued.

Discussion/Information Items

West Elm Street Water Main Extension – Update – Director Boucher said the project punch list items should be completed by the end of next week, including curb stops, paving, and manhole work. Chairman Putnam inquired about a repositioned hydrant.

Prospect Hill Water Storage Tank Removal Project – Demolition Update – Mr. Boucher listed improvements to the site: raking, loam spreading, and grass seeding. Hay bales and stakes have yet to be removed. The Vinagro Corporation will remove the portable toilet and the paint chips waste container. The commissioners agreed this project progressed very smoothly. Chairman Putnam inquired whether neighbors reported disturbances or complaints. Director Boucher replied none had.

Border Street Water Main Project – Director Boucher said project specifications were distributed to four construction companies with bid invitations for Tuesday, September 8th. One company responded that they must decline from bidding due to their full schedule. Vice-Chairman White reiterated he will not participate in pre-bid discussions nor will he attend the bid opening to avoid the perception of impropriety since the Leighton A. White Company intends to submit a bid for Milford’s Border Street Water Main project. Mr. Boucher noted he and Mr. Jim Young, Milford Water Department Foreman, had addressed bid plan and specification questions during a conference with Mr. Jeff Deardorff,

Leighton White. Commissioner Courage inquired about project material availability. Mr. Boucher replied the smaller supplies are in-house, the larger pipe supplies are on-site. Border Street water services will be marked.

Activities Report – The commissioners reviewed the supervisory activities report.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher apprised the commissioners of the conversations with Mr. Rick Riendeau, Public Works Director, regarding the 12” (directional drill) water main pipe relocation needed at the Jennison Road Bridge Project dig. He noted that Cairns Construction had been unaware of the presence of the water main, as the area had been marked by Dig Safe, however water service markings had not been requested and Mr. Boucher said to his knowledge, a pre-construction meeting had not been scheduled. He informed the Board that Mr. Jim Young, Water Department Foreman, verified the water valve locks are in place at Eco Stoneworks, which satisfies the previously established requirements set by the commissioners necessary to close ECO Stoneworks’ water abatement request. Pipe locations have been determined for the secondary scum pit project. Mr. Boucher noted this will be a good project for in-house personnel to complete at significant savings, and explained project details. Project expenses will be tracked and compared to the \$132,000 price originally quoted by Underwood Engineers. The next meeting with Underwood Engineers will be Friday, September 18, 2015. Mr. Boucher and Mr. Jamie Soucy, Wastewater Operations Foreman, visited the Keene and Henniker wastewater treatment facilities recently to tour their ultra-violet disinfection systems. Keene’s UV system is on a larger scale than Milford needs, while Henniker’s UV system is much smaller than Milford needs, he said. Vice-Chairman White suggested a pavement patch be repaired on Souhegan Street when the Border Street water main upgrade project is underway. He suggested consideration be given to selling the screening plant since parts are no longer available for it. Mr. Boucher said it has been recently utilized to screen loam. He informed the commissioners an odor complaint was received recently from a Nashua Street resident which will be monitored by Water Utilities personnel. Chairman Putnam questioned the progress of the 2016 Water Utilities Department water/sewer budget. Commissioner Courage asked Mr. Boucher to compile a list of capital equipment budget line items for the commissioners’ review. As of the end of August, the 2015 Water Budget is at 41.5% and the Sewer Budget is at 64.7%. Mr. Boucher noted the numbers will change when the Park Construction payment is made for the Elm Street Water Main Extension project, and the Capital Reserve Accounts are offset. At the next commissioners’ meeting, Mr. Boucher will provide an updated 2015 goals status. Commissioner Courage inquired of the materials costs for the Border Street water main project. Mr. Boucher provided the invoice amounts.

Future Appointments/Meetings:

The next Commissioners’ meeting will be held on Tuesday, September 15, 2015 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

At 6:37 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