

**Milford Water/Wastewater Commissioners'**  
**Meeting Minutes**  
**November 10, 2015**

Present: Michael Putnam, Chairman  
Dale A. White, Vice-Chairman  
Robert E. Courage, Member  
David Boucher, Director

**Call to Order**

Chairman Putnam called the meeting to order at 6:10 p.m.

**Appointments**

The Commissioners and Director Boucher welcomed Dave Mercier, Underwood Engineers, and two members of the Wilton Sewer Commission, Mr. Tom Herlihy, Chairman, and Mr. Christopher Carter. Wilton Sewer Commissioner Tom Schultz was unable to attend this evening's meeting. Mr. Boucher said Mr. Mercier would explain the needed HVAC and ultra-violet disinfection capital improvement projects planned for 2016 at Milford's Water Utilities Department. Mr. Herlihy explained that the Wilton Sewer Commissioners look forward to this opportunity to gain an understanding through questions and answers so that the Wilton 2016 sewer budget is properly prepared to meet Milford's project/funding decisions. Timely communication between the two neighboring Boards of Commissioners aid in meeting terms of the Milford/Wilton Inter-municipal Agreement, a regulatory necessity due to sewer flows from Wilton to Milford. Mr. Boucher noted that 2016 wage and fringe benefit details are unknown at the present time and that the projects being handled by Underwood now would have a larger impact during Wilton's 2017 budget than in 2016. He added that auditors for the 2014 will meet with the Milford Finance Department next week, which would definitively indicate whether Milford or Wilton is owed a refund regarding the 2014 adjusted cost of operations calculations. Chairman Putnam asked Mr. Boucher list and explain the current Underwood projects. During the information exchange, Mr. Boucher cited substantial budgetary savings had been realized after in-house personnel worked with Underwood Engineers to resolve failed valves 20 feet below ground and settled on a design to institute a secondary clarifier gravity system instead of continued use of the long term clarifier pump system. The design change was within budget. Milford sewer budget savings ultimately convey Wilton sewer budget savings. Mr. Boucher detailed Milford's transition to energy saving sewer pumps; two have been installed since 2014. He explained the need to replace the aged HVAC and ultra-violet disinfection system, for which outdated parts are no longer being supported by Trojan Technologies. The Milford wastewater treatment works went online in 1981 and the Trane HVAC system on the administration building roof experiences failures. Mr. Mercier further explained Milford's Comprehensive Wastewater Facilities Plan, noting that documentation and reports were submitted to the NH DES. Overall projections indicate the Milford wastewater facility is well positioned to meet anticipated flow capacity during the next ten years with upgrades to outdated equipment, spreading costs over time in reasonable three year increments in a CIP plan to avoid large spikes in sewer user rate increases, necessary to pay project bond rates. Mr. Mercier addressed the Wilton Sewer Commissioner questions.

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As a result of discussions, Mr. Mercier will send a sample NPDES permit to Director Boucher to forward to the Wilton Sewer Commissioners. Mr. Boucher will forward the 2016 Water Utilities Department budget information to the Wilton commissioners along with Milford's plans for Collection System slip lining maintenance programs. He Chairman Putnam, Vice-Chairman White, and Commissioner Courage agreed it would be better to separately bid the HVAC and Ultra-Violet Disinfection projects, and to send bid packages to five contractors. Underwood Engineers will provide a list of suggested contractors for pre-bid selection. Yet to be decided is whether to pursue a state revolving fund loan or another form of local bank loan and/or capital reserve monies for construction. Mr. Mercier gave an overview of bond payment plans, pointing out that using the state funds requires public bids and utilizing low bidders from regional states. He added that, from an engineering perspective, bidding costs are lower when bids are prepared by invitation versus publicly advertised. It was agreed that should a bank loan be preferred, contractor bidding should be by invitation only; if a state revolving fund loan is preferable, bidding will be openly advertised. He said when the new NPDES permit is received, all involved wastewater communities and sub-communities will need to inventory and map their municipal collection systems. The Wilton Commissioners acknowledged they have been focused on this during the last few years. Mr. Mercier will be interested in the following decisions:

- Whether the construction phase engineering costs will be bonded
- The number of years the project will be bonded
- Whether the UV and HVAC projects will be bid separately
- Whether a fixed price for the ultra-violet equipment will be pre-negotiated

The Milford and Wilton commissioners thanked each other and Mr. Mercier for the information exchanged this evening. Mr. Boucher will work toward compiling information for Milford's upcoming budget/ bond hearing and the deliberative session.

### **Decisions/Approvals**

Approval of Meeting Minutes – Vice-Chairman Dale White made the motion to approve the October 27, 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 October 2015 Bill Commitment 151030 and for the October 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 October 2015 Bill Commitment 151030 and for the October 2015 Final Bills issued.

Sewer Abatement Request – 6 Souhegan Street – Following discussion regarding outside irrigation at this residence, Commissioner Courage made the motion to approve this one-time exception to sewer billing portion abatement request in the amount of \$549.01. The amount of sewer usage to be abated is 9,982 cubic feet. Vice-Chairman White seconded the motion. All voted in favor.

Sewer Abatement Request – 170 Bridge Street – Director Boucher explained this sewer abatement request is the result of filling a pool this summer, noting that the customer had not reported this water usage at the time. The amount of water usage to be abated, which did not enter the sanitary sewer system is 519 cubic feet. Commissioner Courage made the motion to approve this sewer abatement request in the amount of \$22.84. Vice-Chairman White seconded the motion. All voted in favor.

12/24/15 Water Utilities Department Business Hours – Director Boucher distributed page three of the draft minutes of the October 26, 2015 Board of Selectmen meeting and explained the Selectmen were again allowing town offices to close at noon on Christmas Eve for employees using accrued leave time. The Board of Commissioners unanimously agreed this would also apply to Water Utilities Department employees.

### **Discussion/Information Items**

Border Street Water Main Project – Director Boucher reported that all Border Street customers have been connected to the water distribution system, with seven customers remaining on Merrimack Road to be connected. Two hydrants will be pulled and gate work will be performed. The Water Department crew will work at night on Thursday to avoid disruption to bussed students. He explained the bus companies require advance notice and a high level of traffic control detail is involved. Mr. Boucher reported that the Town of Amherst agreed to share the paving costs for this project. Paving will occur on or after November 19<sup>th</sup> by Continental Paving, with the top coat to be applied in the spring of 2016. Chairman Putnam made the motion to approve \$55,922.73 for Milford’s portion of the Border Street/Merrimack Road paving relative to the water main replacement project. Vice-Chairman White seconded the motion. All voted in favor. A copy of the Merrimack Road – Border Street paving calculation detail received from Mr. Bruce Berry, Town of Amherst Public Works Department, is attached to these minutes as a permanent record of the costs, reflecting:

Town of Amherst portion: \$37,281.82

Town of Milford portion: \$55,922.73

Activities and Financial Reports – Reviewed by the commissioners.

Miscellaneous Water Utilities Department project Updates – Director Boucher shared details received from Town Administrator Mark Bender regarding the 2015 Elm/Cottage Street Storm Sewer Replacement Schedule, which will be posted on the town’s website. The collection system crew work associated with this project will begin on the 16<sup>th</sup>. Mr. Boucher reported that the backhoe is being serviced to repair the pistons. A price to replace the 2001 backhoe, as well as trade in value, will be obtained. Mr. Boucher awaits budget details from Mr. Jack Sheehy, Director of Financial Operations, following the Budget Advisory Committee meeting scheduled for Saturday.

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

The next Commissioners’ meeting will be held on **Tuesday, November 25, 2015 at 12:00** pm at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

At 7:45 p.m. Chairman Putnam made the motion to adjourn the meeting. Commissioner Courage 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

Merrimack Road - Border Street paving calculations

Item #	Description	Quantity	unit	unit price	Estimated total price
203.1000	Common Excavation (cleaning shoulders)	165	CY	\$ 15.00	\$ 2,475.00
214.0000	Fine Grading	2765	LF	\$ 1.35	\$ 3,732.75
304.3200	Shoulder gravel for leveling (2' wide)	91	Ton	\$ 16.00	\$ 1,456.00
306.1080	Reclaimed stabilized base processed in place 8" deep	2965	SY	\$ 1.25	\$ 3,706.25
403.1100	Hot Bituminous Pavement 2.5" machine method 3/4" base	655	ton	\$ 70.00	\$ 45,850.00
403.1110	Hot Bituminous Pavement 1.5" machine method 1/2" wear course	390	ton	\$ 72.00	\$ 28,080.00
403.1200	Hot Bituminous hand method (driveways)	50	ton	\$ 110.00	\$ 5,500.00
618.7000	Flaggers (and officers) two days	32	Hr	\$ 35.00	\$ 1,120.00
619.1000	Maintenance of traffic	1	LS	\$ 500.00	\$ 500.00
628.2000	Sawed / Trimmed Bituminous pavement	668	LF	\$ 1.00	\$ 668.00
632.0104	Retroreflective double 4" yellow lines	685	LF	\$ 0.03	\$ 20.55
632.3112	Retroreflective Thermoplas Pave markings 12" line	24	LF	\$ 4.00	\$ 96.00
Total					<u>\$ 93,204.55</u>

Town of Amherst \$ 37,281.82  
 Town of Milford \$ 55,922.73 ✓