

**Milford Water/Wastewater Commissioners’
Meeting Minutes
November 25, 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 12:20 p.m.

Decisions/Approvals

Approval of Meeting Minutes – Commissioner Courage made the motion to approve the November 10, 2015 meeting minutes with one amendment. Vice-Chairman White seconded the motion. All voted in favor.

Sewer Abatement Request – 2 Smith Street – Director Boucher read correspondence received from the customer which indicated an outside faucet had been turned on inadvertently by a family member. Mr. Boucher cited this account’s previous water usage. Commissioner Courage made the motion to approve this sewer abatement request for water which did not enter the sanitary sewer system on a one-time basis in the amount of \$557.79, with the amount of water usage to be abated being 12,677 cubic feet. Vice-Chairman White seconded the motion. All voted in favor.

Discussion/Information Items

Border Street Water Main Project – The commissioners and Director Boucher discussed the final stages of this project, primarily lawn restoration. Amherst Public Works Director Bruce Berry will prepare an invoice for Milford’s portion of the base coat paving work performed by Continental Paving. The final paving will be performed in the spring.

Activities and Financial Reports – Reviewed by the commissioners. Chairman Putnam noted with satisfaction that a wide variety of Water Utilities Department projects were accomplished during 2015 that will be summarized in the annual Milford Town Report.

Miscellaneous Water Utilities Department project Updates – Mr. Boucher discussed the emailed questions received from Mr. Dave Mercier, Underwood Engineers, regarding recently lowered state revolving funds regarding planned HVAC and UV System CIP work, noting that the Finance Department will seek the best available bank rates for comparison. The commissioners would prefer local financing be included in the funding search. The commissioners agreed the HVAC project will appear as a bonded special warrant article, funded by water and sewer funds. HVAC project pre-bid information will be pursued to ensure bid submissions will be received from local, qualified HVAC contractors knowledgeable with the specific heating/cooling needs within the Water Utilities

Water/Wastewater Commissioner Meeting Minutes
November 25, 2015

Department's administration building, as the building's current HVAC system is separated into multiple zones with differently aged technologies. Further, it was agreed to avoid the scenario of a general contractor enlisting subcontractors.

Mr. Boucher said the West Elm Street water main extension project punch list is complete and the pay request is anticipated. Mr. Boucher said he has not received any updated information from Mr. Jeff Kevan, T. F. Moran, regarding the NH DOT's preference for a swale on Elm Street and the matter of the state's request that the Water Utilities Department lower the water main. Mr. Boucher said Mr. Kevan will try to recommend a different location for the swale. As-Built plans and ties are anticipated for the Border Street water main replacement project. Plans are underway for the sewer lining project for Vine, Monson and Nashua Streets. Plans to increase water lines and hydrant flow in the area between the Jacques School and Union Street will be discussed in the future, as there are many important community buildings, and project plans would need to be reviewed by the railroad company. Mr. Boucher is working on the 2016 budget, awaits recent vehicle bid opening cost information requested from Mr. Bruce Berry, Amherst DPW Director, and expects to meet with the Budget Advisory Committee between late December and early January. Consideration will be given to purchasing a new truck or backhoe. Increasing the amount of December's water and sewer capital reserve account transfers will be discussed at the next commissioners' meeting.

Future Appointments/Meetings:

The next Commissioners' meeting will be held on **Tuesday, December 8, 2015 at 6:00** pm at the Water Utilities Department, 564 Nashua Street.

Adjournment:

At 1:17 p.m. Commissioner Courage made the motion to adjourn the meeting, seconded by Vice-Chairman White. All voted in favor.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date