

**Milford Water/Wastewater Commissioners’
Meeting Minutes
January 19, 2016**

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

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 January 5, 2016 meeting minutes as presented. Commissioner Courage seconded the motion. All voted in favor.

Discussion/Information Items

Correspondence – 7 Birch Lane – Mr. Boucher explained this customer listed the reasons why it was believed this invoice reflected 1,000 cubic feet of water usage beyond typical usage for the three month billing period September – November, amounting to approximately \$64.00 above this property’s typical billing, since this residence has been vacant since August without the need for lawn care and has been shown to prospective buyers by appointment. A plumbing inspection revealed only moisture, no leak. Tests performed by the Water Department indicated the water meter was functioning properly. Chairman Putnam made the motion to abate \$50.00 based upon the billing history of this account and the extent to which the Water Utilities Department investigated possible reasons for the spike in water usage. Commissioner Courage seconded the motion. All voted in favor.

Underwood Engineers General Services Agreement - HVAC – This topic had been tabled during the January 5 commissioners’ meeting to allow sufficient review of Underwood Engineers’ estimated project hours and the associated fee reduction from \$56,300.00 to \$43,800.00. Director Boucher said this project is ready to go. It is the consensus of the commissioners that this is a good time to invite pricing from five recommended NH bidders. Commissioner Courage made the motion to approve the January 6, 2016 Authorization to Proceed, Underwood Engineers Engineering Services Request #2 for the Water Utilities Department Administration Building HVAC Upgrade Construction Phase Project in the amount of \$43,800.00, to include the inspection and construction fees. Chairman Putnam seconded the motion. All voted in favor. Mr. Boucher will speak with Mr. Dave Mercier, Underwood Engineers to schedule the project bid meetings.

2016 Water Utilities Budget – During Commissioner Courage’s recap of the recent Budget Advisory Committee meeting regarding the BAC’s review of the Town and Water Utilities 2016 budget and warrant articles, he said the Water Utilities 2016 budget and Ultra-Violet System warrant article had been approved 8/0 with one abstention.

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2016 Director Goals – Director Boucher and the commissioners discussed the Director’s completed 2015 and planned 2016 goals and objectives. This topic will be revisited during a future meeting.

Activities Report – Reviewed by the commissioners with inquiries addressed by Director Boucher.

Items not on the Agenda – Vice-Chairman White explained he would be out of town on February 2nd which is the date of the next commissioners’ meeting. It was unanimously agreed to reschedule the meeting for February 4, 2016, 11:00 a.m. Mr. Boucher will post the meeting agenda reflecting this. White expressed his appreciation for the Board’s and Mr. Boucher’s flexibility.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher said T. F. Moran had sent a proposal to the NH DOT regarding the swale that the DOT had wanted to create along the west end of Elm Street. He said the proposal is to keep the five foot cover over the water main and to apply insulation, and in order for that to occur, the depth of the swale would need to be reduced by one foot. Mr. Boucher said the proposal is being reviewed by the state. He added that he feels T.F. Moran’s proposal is a viable alternative to the DOT’s original request that the Water Department lower the water main, given that the Water Department had recently completed the Elm Street Water Main Extension project along west Elm Street. Four west Elm Street businesses have connected to the extended water main; two additional west Elm Street businesses are anticipated to become water customers this spring.

Non-Public Session – (RSA 91-A:3,II(A) – Personnel - At 6:30 p.m. Commissioner Courage made the motion to enter into non-public session for the purpose of approving the 12/22/15 Non-Public Session Meeting Minutes. Vice-Chairman White seconded the motion. All voted in favor. The commissioners exited the non-public session at 6:45 p.m. Chairman Putnam announced that during the non-public session the decision was made to seal these minutes.

Future Appointments/Meetings:

On **Saturday, January 30, 2016** the Deliberative Session will begin at **9:00 a.m.** in the Milford Town Hall Auditorium, 1 Union Square.

The next Commissioners’ meeting will be held on **Tuesday, February 4, 2016 at 11:00 a.m.** at the Water Utilities Department, 564 Nashua Street.

Adjournment: At 6:46 p.m. Chairman Putnam made the motion to adjourn the meeting, seconded by Commissioner Courage. All voted in favor.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date