

**Milford Water/Wastewater Commissioners’
Meeting Minutes
March 1, 2016**

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

Call to Order

Chairman Putnam called the meeting to order at 6:00 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 February 4, 2016 and February 16, 2016 meeting minutes as presented. Chairman Putnam seconded the motion. Motion passed 2/0.

Sewer Abatement Request – 14 Vine Street – Director Boucher stated that this account’s most recent quarterly water/sewer invoice is approximately \$400 higher than the average of the customer’s previous quarterly invoices. He addressed questions posed by Commissioner Courage and Chairman Putnam. Commissioner Courage made the motion to abate \$341.28 in consideration of water that did not enter the sanitary sewer system. The amount of usage being abated is 6,205 cubic feet. Chairman Putnam seconded the motion. Motion passed 2/0.

Decisions/Approvals for Items Not on the Agenda:

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 February 2016 Bill Commitment 160229 and for the February 2016 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 February 2016 Bill Commitment 160229 and for the February 2016 Final Bills issued.

Discussion/Information Items

Underwood Engineers - HVAC – Mr. Boucher said a representative from Eckhardt and Johnson attended the non-mandatory pre-bid informational meeting and site inspection for this project, held at the Water Utilities Department on the 18th of February at 9:00 a.m. Since this company appeared to be the only local bidder interested, the decision was made to extend the bid opening date to March 17th at 2:00 p.m. Hopeful that the bid extension will bring in a good amount of bids, the original list of plumbers plus three additional were sent an addendum notifying them of the March 17 submittal

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deadline, he said, adding that he had emailed the list of HVAC contractors to the commissioners, which included:

Dowling Corporation, Portsmouth, NH
Eckhardt & Johnson, Manchester, NH
Al Terry Plumbing and Heating, Hooksett, NH
J. Lawrence Hall, Nashua, NH
Granite State Plumbing & Heating, Weare, NH
Brookside Mechanical, Manchester, NH
Oliver Mechanical, Inc., Manchester, NH
Armand E. Lemire, Hooksett, NH

Commissioners Putnam and Courage acknowledged that the timing of project bid invitation may cause some contractors to not be in a position to submit a bid, and that this project scope will involve a lot of ductwork coming into the HVAC unit, removing the old HVAC unit and three exhaust fans, and repairs to a rubber-coated roof. Mr. Putnam said commercially based contractors typically encounter a project such as this and he looks forward to seeing the March 17th bid opening results.

U.V. Disinfection Upgrade Project – Chairman Putnam asked Mr. Boucher to discuss updates. Mr. Boucher said he awaits the March 8th town vote results for Article 5, Wastewater UV Disinfection Replacement Bond (\$950,000.00). Underwood Engineers had inquired whether the main pump station had standby power. Mr. Boucher explained the standby power is the stationary generator within the Administration Building, so long as power between the two points is not lost. Underwood asked if a main pump station quick connector would be desired so that a back-up generator could be utilized in the event of an emergency. Mr. Boucher requested pricing for consideration. Mr. Putnam asked if this had ever been needed. Mr. Boucher said no. Mr. Courage said the town has an emergency generator. Mr. Boucher agreed, adding that it is small and is often kept at the Water Utilities Department.

Activities Report and Financial Reports – Reviewed. Chairman Putnam asked if there were questions or comments on any of the topics. Commissioner Courage asked whether the bagged hydrant on West Street has been fixed. Mr. Boucher said it is a flushing hydrant not for fire protection purposes. Due to the hydrant's age and previous difficulties to obtain parts, a new hydrant is being purchased to replace it. Mr. Boucher recalled that during prior discussions it was suggested that the 6" water main that this hydrant is on should be eliminated and that customers in this vicinity should instead be tied into the 12" water main. There are customers but not fire protection hydrants on the 6" water main, he said. Mr. Courage agreed this should be done, from a maintenance standpoint, and should also be done for customers on Clinton, North, and West Streets. Mr. Boucher said the 12" water main is across the street from customers currently tied to the 6" water main. He said he will reach out to Mr. Rick Riendeau, DPW Director, to inquire about 2016 paving plans so that Water Department road projects may be planned without causing interference to DPW road projects. Mr. Courage said the West Street 6" water main was installed during the 1960's, which is not considered an old age for a water main. Mr. Boucher said there are 6" and 10" water mains on Clinton Street. Mr. Courage added that the 6" water main only extends part of the distance on Clinton Street. Mr. Putnam asked where the flushing hydrant is located on Clinton Street. Mr. Courage and Mr. Boucher agreed there is no flushing hydrant on that street, it's just that it would be wise to reconnect customers to the larger water main. Mr. Courage briefly explained some flushing hydrant locations and updates made during the 1990's to water mains on Spaulding and Osgood Roads, in the West Street vicinity, relative to flushing water lines by Water Department personnel under his direction prior to his retirement as DPW Director. Discussion followed with the three men noting streets with cross-connected, looping, dead end and possessing water lines

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with more than one size pipe diameter. Mr. Putnam said this type of project would be good to assign between higher priority tasks.

Financial Reports: Mr. Boucher distributed the 2/29/16 Water Utilities Appropriation Report without budgets and the 3/1/16 Water and Sewer Fund Revenue Report.

Miscellaneous Water Utilities Department Project Updates and Discussion Items not on the Agenda – Director Boucher informed the commissioners that Mr. Mike McInerney, Director, Granite Town Media, told him this week that the next meeting to be televised would be the Recycling Committee. He informed the commissioners that the annual employee performance reviews would be underway in the coming weeks. Commissioner Courage requested 2016 Director’s Goals be a discussion item on the March 15 agenda, and to provide the Capital Reserve Fund balances along with a list of known projects to be removed from capital reserve balances. Mr. Boucher said he has sporadically received phone inquiries from Mr. Smith, Wright-Pierce, who is interested in resuming the search for additional groundwater when Milford is ready.

Future Appointments/Meetings:

Tuesday, March 15, 2016 at 6:00 p.m. The next Commissioners’ meeting will be held at the Water Utilities Department, 564 Nashua Street.

Adjournment: At 6:25 p.m. Commissioner Courage made the motion to adjourn the meeting, seconded by Chairman Putnam. Motion passed 2/0.

Michael E. Putnam, Chairman

Date

Robert E. Courage, Commissioner

Date