

**Milford Water/Wastewater Commissioners’
Meeting Minutes
March 15, 2016**

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

Call to Order

Mr. Putnam, then Chairman, called the meeting to order at 6:03 p.m., indicating the first order of business this evening would be the 2016 Board of Commissioners Election of Officers.

Decisions/Approvals

2016 BOC Election of Officers – Mr. White made the motion to nominate Mr. Courage to serve as Chairman and Mr. Putnam to serve as Vice-Chairman of the 2016 Board of Water and Wastewater Commissioners. Mr. Putnam seconded the motion. All voted in favor. Motion passed 3/0.

Approval of Meeting Minutes – Chairman Courage asked for a motion regarding the minutes of the previous commissioners’ meeting. Not present at the March 1st meeting, Commissioner White said he would abstain. Vice-Chairman Putnam made the motion to approve the March 1, 2016 meeting minutes as presented. Chairman Courage seconded the motion. Motion passed 2/0.

2016 Discharge Monitoring Report (DMR) Signature Authorization – Signed by Chairman Courage.

Discussion/Information Items

Items Not on the Agenda – Vice-Chairman Putnam said he was approached by Mark Fougere, Chairman, Milford Board of Selectmen, requesting to begin a conversation regarding the Water Utilities Department’s intention to trade/upgrade a backhoe, as the DPW Director has been interested in obtaining a backhoe. Mr. Boucher stated that the Water Utilities Department’s backhoe current trade-in value is estimated to be approximately \$20,000.00. The commissioners would like to meet to discuss the matter further. Mr. Putnam will see whether a March 17th 3:00pm meeting can be scheduled with all parties. Commissioner White suggested, after approvals are obtained by all parties, that Mr. Boucher prepare a list of desired backhoe specifications in anticipation of replacing the current backhoe via a formal bid opening. Mr. Boucher will request recent backhoe vehicle test results and notes from DPW Director Riendeau for accommodating sewer/water project needs.

Underwood Engineers - HVAC – Three HVAC companies have been on-site to collect information prior to the March 17th 2:00 p.m. bid opening.

U.V. Disinfection Upgrade Project – Residents approved this project warrant article on March 8th. The commissioners will attend the preconstruction meeting, scheduled for March 17th 2:30 p.m.

2016 Director Goals – Director Boucher will add the following action items to the list of 2016 goals previously established. Chairman Courage said the complete list of goals will be finalized during the March 29th commissioners’ meeting:

- Draft an updated 2016 water distribution system maintenance plan, to be carried forward for each ensuing year.
- Draft an updated 2016 collection system plan, to be carried forward for each ensuing year.
- Develop a department mobile equipment replacement program.
- Replacement of 5/8” water meters, 10% of the water system, or test water meters for operational accuracy sporadically throughout the system, if regulations allow this type of waiver to replacing meters.
- By December 31st, have updated hardcopies of sewer collection and water distribution system maps, regardless of the status of GIS map updates. Mr. Boucher said he would contact Nashua Regional Planning regarding GIS map updating.
- Update/print lists of current water and sewer pipe sizes annually to ensure the pipe inventory is current.

Mr. Boucher explained that handwritten 2014/2015 updates will be added to the water maps, last printed in 2010. He said sewer maps were in the process of being updated at the time of the Town Planning Director’s resignation during 2015. The commissioners agreed recent changes made to Border and Linden Street pipes must be reflected in the map hardcopies. Chairman Courage asked that a list be compiled of pipe sizes, for example, how many feet of 8” pipe, 12” pipe, etc., exist in the system after removing the retired/discontinued pipelines. Mr. Boucher said this list will be readily printed. Commissioner White said the same should be done for the water side, reflecting the recent West Elm Street pipe upgrades. Vice-Chairman Putnam commented Director Boucher has a very full list of 2016 goals that will keep the Water Utilities Department productive. Commissioner White quipped that the commissioners could find more, should more goals be needed.

Capital Reserve Fund Balances/List of Capital Projects for Fund Removal – Director Boucher distributed a list of water and sewer capital projects, actuals and estimated. The commissioners and Director Boucher reviewed and discussed the 2015 year end actual balances, considered 2015 fund transfer requests as well as the list of planned 2016 projects, and planned 2016 transfers to capital. Mr. Boucher said the 2015 year end actual figures did not reflect December project transfer amounts. Revenues and expenses will continue to be regularly monitored to ensure the availability of sufficient capital through the end of the year. The commissioners acknowledged it may be necessary to postpone activities such as the King Street Water Main Replacement project may wait until 2017, and the backhoe. The results of the HVAC bid numbers will be known on the 17th. Costs of the planned water exploration activities such as observation wells, water quality sampling, and the seven-day pump tests may prove to be substantially higher than originally estimated. The most recent well exploration scope of work should be discussed at a future meeting to consider engineering costs. Road projects involving Water Utilities work would be discussed with the DPW Director. The commissioners noted the DPW paving schedules will be revisited now that Milford’s Operating Budget is the default

budget. Mr. Courage complimented Mr. Putnam's suggestions during the recent Board of Selectmen's meeting to "spread the budget cuts" among several town departments so that DPW does not bear the brunt of lost budget funds. Mr. Putnam said the BOS will be meeting as soon as March 21 to review and discuss changes to 2016 budget expenditures. Mr. White suggested determining whether funds were available for shorter distance pipe projects, such as between George and Ford Streets, that the Water Utilities crew could perform. Distances of some roads were discussed, and the potential for encountering groundwater on certain roads. Mr. Putnam inquired of Water CIP projects. Mr. Boucher said a 2016 10-year Water Department comprehensive plan will address this. Perhaps continuing work on Linden and Laurel Streets will be included, as excavation offers good gravel material and should not present groundwater problems. Mr. White suggested working on King Street in conjunction with DPW drainage projects. Fire flow in the King Street/Osgood Road vicinity meets ISO requirements, said Mr. Courage, adding only the pipe needs to be replaced. 2016 road projects will be discussed during future meetings, when more is known about the UV Disinfection project and HVAC project costs.

Activities Report– Reviewed without questions. Hydrant flushing will begin April 12 and continue through April 29.

Financial Reports: Mr. Boucher distributed the 2/29/16 Preliminary Water and Sewer Funds Cash Balances report received from the Finance Department.

Miscellaneous Water Utilities Department Project Updates and Discussion Items not on the Agenda – Mr. Putnam asked whether inquiries have been fielded regarding the Flint, Michigan water quality problems. Mr. Boucher said correspondence has been received from the NH DES indicating the 2018 lead and copper sampling requirements will be expanded to include arsenic, and that fluoride will be periodically sampled. Various Milford projects were briefly highlighted, some under consideration (the Elm Street sewer main may be extended near the Contemporary Chrysler dealership) and other highly visible projects such as the new CVS pharmacy on Nashua Street. The Collection System Foreman, Brad Whitfield, has been projecting where planned sewer lines may be tied into existing sewer lines in various locations that have come before the Planning Board recently. All commissioners agreed 2016 will be a productive year for Milford. This being the time of the annual employee performance reviews, and would involve self-evaluations this year, Mr. Boucher informed the commissioners he would submit forms within the week.

Future Appointments/Meetings:

Tuesday, March 29, 2016 at 6:00 p.m. The next Commissioners' meeting will be held at the Water Utilities Department, 564 Nashua Street.

Adjournment: At 7:13 p.m. Chairman Courage made the motion to adjourn the meeting, seconded by Commissioner White. All voted in favor.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date