

**Milford Water/Wastewater Commissioners’  
Meeting Minutes  
March 29, 2016**

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

**Call to Order**

Chairman Courage called the meeting to order at 2:04 p.m.

**Decisions/Approvals**

Approval of Meeting Minutes – Chairman Courage asked for a motion regarding the minutes of the previous commissioners’ meeting. Vice-Chairman Putnam made the motion to approve the March 15 and March 17, 2016 meeting minutes as presented. Commissioner White seconded the motion. All voted in favor.

Water Abatement Request – 112 Elm Street – Following review of the billing history for this account, Vice-Chairman Putnam motioned to approve this abatement request regarding past backflow charges in the amount of \$545.00 as the charges should have occurred semi-annually instead of quarterly. Commissioner White seconded the motion.

2016 Director’s Goals – Director Boucher presented his list of 2016 goals and discussion ensued. Commissioner White made the motion to approve the list of established 2016 Water Utilities Director Goals as presented. Vice-Chairman Putnam seconded the motion. All voted in favor. Commissioner White said the Board of Commissioners will continue to provide input and assistance to Mr. Boucher toward reaching these goals.

## Discussion/Information Items

HVAC Project – 3/17/16 Project Bid Results – The March 17, 2016 2:00 p.m. Town of Milford CIP Phase I HVAC Upgrade project bid checklist results are as follows:

<u>Bidder's Name</u>	<u>Bid Signed</u>	<u>Start Date</u>	<u>Final Completion Date</u>	<u>Total Base Bid</u>
Turnstone Corp.	Yes	7/11/2016	8/24/2016	\$295,209.00
Oliver Mechanical	Yes	3 wks from sign	12 wks from sign	\$215,410.00
J. Lawrence Hall*	Yes	6-8 wks from sign	4 wks from <u>start</u>	\$189,215.00

\*Not standard bid form, Underwood Engineers to confirm that all conditions are met

Director Boucher distributed information received from Underwood Engineers, including the list of questions that J. Lawrence Hall had submitted to Underwood in order to obtain additional details beyond the bid specification sheet, as well as Underwood's prepared responses. Mr. Boucher noted that Underwood's responses were undelivered until the Board of Commissioners and Director Boucher approved them. Questions/responses included the following:

- Provisions for temporary heat or air conditioning were not included. Mr. Boucher said there may not be much need for running the boiler as the laboratory and lunchroom windows could be opened, and stand-alone A/C and heat units are available for controlling individual rooms.
- No provisions had been made for temporary office facilities. Portable toilets would not be necessary for the on-site workers.
- Performance bond costs were not included. Mr. Boucher said this would affect the bid amount. He read that the response would be the \$3,500.00 is needed. Discussion followed regarding whether \$3,500.00 is a fair rate for a project worth approximately \$200,000.00. Commissioner White commented that the rate appears fair.
- Work will be performed during the Water Utilities Department's normal hours. Mr. Boucher said all contractors had been informed the Water Utilities personnel would do their best to stay clear of the HVAC project work area while ceiling panels are accessed.
- Power to the building would be turned off for short periods. Mr. Boucher said short-term breaker panel power disconnections with advance notice had been discussed with all the contractors. The response would be that no overtime charges will be accepted to coordinate the work to be done.
- Desire to utilize prefabricated (versus the braised style) interconnecting refrigeration lines (for Mitsubishi product to be installed) will not be a problem.
- Provisions were not included for painting of new piping or duct in the roof above the panels will not be a problem as Water Utilities staff can do this painting work, which will be minimal. Below the panels will be insulation.

Chairman Courage said based on the list of questions and the discussion this evening, the only outstanding item is the addition of \$3,500.00 to the contract so that the payment and performance bond would be provided. This \$3,500.00 could be expressed as a not-to-exceed. Commissioner White commented that if the additional payment for a payment and performance bond were added, which is to the Town's benefit, it would still be \$15,000.00 lower than the next highest bid amount. Mr. White asked that the commissioners further consider that if heat and air conditioning will not be provided then the contractor should be firm with their work schedule early on, and be scheduled such that the HVAC project is completed during the spring and not during the middle of summer. Vice-Chairman Putnam pointed out that the bid indicated the start date will begin 6 – 8 weeks from the signing of the contract, which would put the project into July. The commissioners feel that the project would need to start earlier as temporary air conditioning by the contractor will be necessary. Mr. White pointed out that the air conditioning needs will still be less than the \$15,000.00 difference in bids received. A portable air conditioning unit could be obtained for the billing clerk's office. It was unanimously agreed that the project start date should be earlier.

Vice-Chairman Putnam made the motion to approve an additional, not-to-exceed amount of \$3,500.00 to the HVAC contract price of \$189,215.00 as bid March 17, 2016 by J. Lawrence Hall for the Milford CIP Phase 1 HVAC Upgrade project. Motion seconded by Commissioner White. All voted in favor.

Annual Employee Performance Review – Director Boucher reiterated the changes involved with the 2016 performance review process. The fact that Milford voters sent a message on March 8<sup>th</sup> to the Town by passing a default budget was discussed. Chairman Courage said on March 8<sup>th</sup> the residents voted on the Town's total operating budget and the result was a default budget and the need to cut \$189,000 from the budget presented. Mr. Boucher noted the votes were not per budget line item. He said the Board of Selectmen cut the percentage of merit raises from 3% to 2%. Mr. White said the people cannot be replaced in a moment's time like equipment can. He said he wants to take care of people, the most important part of any operation, and recognize that Town employees have one opportunity a year for a wage increase. Salaries are the most sensitive part of a job. He said while he's not against a 3% increase, he stands for a 2% increase. Mr. Courage said the Milford taxes are going out of sight, and the residents have had it. Whether they have water and sewer connections or not, the voters voted down Milford's budget because the Milford taxes are going out of sight. The school budget was voted down, the bond issues for the school were voted down, the Town Hall's operating budget was voted down, while the Water Utilities budget and one warrant article were approved. Why the Water Utilities Department's budget was passed was through the efforts of the Director and his staff, said Chairman Courage, to keep the Water and Sewer operating budgets at a minimal increase each year, by balancing things, by delaying projects and replacing one project this year for another project next year. He feels that the message from the voters this year was a loud, clear message. He said a 1% cut in the proposed wage increases is not unreasonable, and he would expect that union and non-union employees would be considered for wage increases in the same process. Further, he feels that Director Boucher has to follow the performance review procedures put into place by the Human Resources department.

U.V. Disinfection Upgrade Project – Penta will be here onsite with trailers next week. The smaller size line and cost to put in plug for the generator is still a question. If special items must be ordered, a special Board of Commissioners meeting can be scheduled.

Water Utilities Backhoe – Following discussion, including the earlier statements made regarding the voters’ decisions regarding town spending, Vice-Chairman Putnam made the motion to not replace the 2001 backhoe this year. Commissioner White seconded the motion. All voted in favor. Chairman Courage will inform Town Administrator Bender and DPW Director Riendeau.

Activities Report– Reviewed. Hydrant flushing will begin April 12 and continue through April 29.

**Future Appointments/Meetings:**

**Tuesday, April 12, 2016 at 6:00 p.m.** The next Commissioners’ meeting will be held at the Water Utilities Department, 564 Nashua Street.

**Adjournment:** At 3:10 p.m. Vice-Chairman Putnam made the motion to adjourn the meeting, seconded by Commissioner White. All voted in favor.

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Robert E. Courage, Chairman

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Date

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Michael E. Putnam, Vice-Chairman

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Date

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Dale A. White, Commissioner

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Date