

**Milford Water/Wastewater Commissioners’
Meeting Minutes
June 7, 2016**

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

Call to Order

Chairman Courage called the meeting to order at 6:05 p.m.

Press and Public Comments – None

Appointments – None

Decisions/Approvals

Approval of Meeting Minutes – Vice-Chairman Putnam made the motion to approve the meeting minutes of the May 24, 2016 commissioners’ meeting as presented, seconded by Commissioner White. All voted in favor.

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 May 2016 Bill Commitment 160531 in the amount of \$131,456.54 and for the May 2016 Final Bills issued in the amount of \$1,523.82.

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 May 2016 Bill Commitment 160531 in the amount of \$150,682.07 and for the May 2016 Final Bills issued in the amount of \$656.48.

2016 Water and Sewer Entrance Fees – Director Boucher reported that the Finance Department calculated the new entrance fee rates based on the 2014 audit. The commissioners reviewed the five page, June 6, 2016 memo prepared by Mr. Jack Sheehy, Director of Financial Operations, containing Water and Sewer Entrance Fee asset descriptions and spreadsheets. The memo indicated that upon the Commissioners’ approval, the fees can be adjusted accordingly, as follows:

	<u>Current Fee</u>	<u>Revised Fee</u>
Water Entrance Fee - Residential	\$1,176.15 per unit	\$1,267.78 per unit
Water Entrance Fee – Commercial	\$7.26 per GPD	\$8.21 per GPD
Sewer Entrance Fee – Residential	\$1,716.50 per unit	\$1,723.89 per unit
Sewer Entrance Fee – Commercial	\$12.02 per GPD	\$12.79 per GPD

Mr. Boucher read the current and revised entrance fees aloud for the meeting minutes. Commissioner White inquired, and Mr. Boucher confirmed, that the revised entrance fees will apply to new water/sewer customers. Vice-Chairman Putnam's motion to accept the revised water/sewer entrance fees based on the 2014 financial audit as recommended by the Milford Finance Director for new customers connecting to the water distribution and sewer system was seconded by Commissioner White following his review of the financial details. Chairman Courage asked all in favor? Each commissioner said "Aye". Unanimously approved, said Chairman Courage. Motion passed 3/0.

J. Lawrence Hall Pay Req. #1, re: HVAC Upgrade – Chairman Courage introduced this topic for discussion. Director Boucher pointed out that he and Mr. Sheehy had reviewed J. Lawrence Hall's Application for Payment No. 1 dated May 23, 2016 in the amount of \$133,283.25, and had been signed by Underwood Engineers. The pay request was circulated for the commissioners' review. Commissioner White inquired of the Change Order #1 in the amount of \$3,500.00. Commissioner White and Vice-Chairman Putnam agreed this project has progressed well. Mr. Boucher retrieved change order documentation from his office and explained the change order increased the two-position function valves to multi-position function valves. Vice-Chairman Putnam's motion to approve the J. Lawrence Hall Application for Payment No. 1 as presented, in the amount of \$133,283.25, with the balance to finish, plus retainage being \$59,431.75, was seconded by Commissioner White. Chairman Courage asked all in favor? Each commissioner said "Aye". Unanimously approved, said Chairman Courage. Motion passed 3/0. Chairman Courage signed the three copies of this document as presented.

Discussion/Information Items

HVAC Project – Mr. Boucher said all wall and ceiling mounted units were tested today for cooling. The system seems to be running well, however, the ceiling tile and ductwork still need to be installed and parts are on order. This project is on schedule. The substantial completion date is scheduled for July 1st. The electrician will need to do a facility shutdown of power, which will hopefully be done simultaneously with the necessary shutdown of power for the ultra-violet disinfection system project. Before old switchgear cables from the control room breaker panels can be eliminated, basement piping will be cut and a good distance of conduit/old wiring will be pulled. The lab controller is not yet operational. The boiler hot water heater will be programmed. The secondary clarifier heating system was being plumbed today.

Ultra-Violet Disinfection Project - Update – Mr. Boucher apprised the commissioners that the electrical manhole has been cut and cored. Trench work for the electrical line bypass is expected to begin tomorrow. Chipping away at the old vault will begin soon. The excavation equipment will begin Wednesday and the splicing work is expected to happen quickly. Coring at the main pump station has been performed by Electrical Installations to install conduit for the emergency generator quick connect.

Activities Report, Director Notes & Financial Reports – Reviewed by the commissioners. Commissioner White inquired of a covered hydrant he had observed. Mr. Boucher explained repairs were made to all hydrants known to be in need of repair, and one on Whitten Road will be replaced. Delivery of three ordered hydrants is expected. The CVS hydrant was discussed. The Water and Sewer Preliminary Cash Balances printout, through May 31, 2016, was distributed.

Miscellaneous Water Utilities Department Projects – The Underwater Solutions reports and photographs detailing the inspections, cleanings and recommendations of Milford’s three water storage tanks are expected June 17th. DN Tanks was on-site during the Dram Cup cleaning for the one-year inspection following the interior tank lining. The Water Department crew began removing gate boxes on Old Wilton Road in preparation of the DPW’s scheduled paving. Old Wilton Road sewer manhole work has been completed. The Collection System Foreman has been on-site to inspect the Ducal Development sewer line extension work on Mont Vernon Street—the existing stub has been removed and two pipes were put in. Vice-Chairman Putnam inquired of the sewer work distance involved. Commissioner White asked for confirmation that Reggie Ouellette would perform the water tests. Chairman Courage inquired of other work requests in preparation for town and state paving. Mr. Boucher named the planned NH DOT paving projects: Emerson Road (gate boxes), West Elm Street (lower sewer manholes), and the possibility of the Town paving on Ponemah Hill Road. The most recent paving update received from Mr. Rick Riendeau, DPW Director, specified the months in which paving is planned, without actual dates. Some preparation work can be done by Water Utilities staff without any issues. Mr. Boucher added that the water and sewer foremen are good at taking ties.

Future Appointments/Meetings: Tuesday, June 21, 2016 at 6:00 p.m. The next Commissioners’ meeting will be held at the Water Utilities Department, 564 Nashua Street.

Adjournment: At 6:29 p.m. Vice-Chairman Putnam 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