

**Milford Water/Wastewater Commissioners’
Meeting Minutes
June 21, 2016**

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

Call to Order

Chairman Courage called the meeting to order at 6:01 p.m.

Press and Public Comments – None

Appointments – None

Decisions/Approvals

Approval of Meeting Minutes – Vice-Chairman Putnam motioned to accept the meeting minutes of June 7, 2016 as presented. Commissioner White seconded. All voted in favor. Motion passed 3/0.

Penta Corporation Pay Request #2 –The Finance Director has reviewed this pay request in the amount of \$23,025.73 regarding the Ultra-Violet Disinfection Project currently underway at the wastewater treatment plant. Mr. Putnam inquired of the amount of work performed. Mr. Boucher indicated this amount represents mostly the purchased materials and recommends the commissioners’ approval. Commissioner White made the motion to approve Penta Corporation’s Pay Request #2 as presented. Vice-Chairman Putnam seconded the motion. All voted in favor. Motion passed 3/0. Chairman Courage signed three copies of Penta Corporation’s pay request #2.

Discussion/Information Items

HVAC Project Update –Mr. Boucher apprised the commissioners that the contracted electrician performed a successful full-facility power shutdown on June 20th which involved pulling existing cables in the back of the switch gear from the breaker that were connected to the former A/C unit, as well as wires no longer needed between the west end of the Admin building to the switch gear, leaving an empty conduit. In response to Mr. White’s inquiry whether the empty conduit may be used for future projects, if needed, Mr. Boucher said yes, and there is a spare breaker on the switchgear. The one power shutdown accommodated well timed U.V. project activities. Tomorrow’s anticipated start-ups include the rooftop ERV unit hot water coils and heat exchangers. Representatives from Peterson, the system designer, will meet with Underwood Engineers personnel. Mitsubishi representatives will be on-site for the June 27th start-up of the heat pump and to verify proper equipment operation. Despite the GIV unit for the lab exhaust fan taking longer than anticipated, which operates independently from the ERV unit in the cooling system, this HVAC project is progressing nicely. Chairman Courage inquired of the anticipated project completion date. System testing is planned for Monday, June 27th, followed by

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punch list items. During roundtable discussions to upgrade the start-up mechanism of the older system cab heaters located in the lobby, the secondary units heated by the boiler hot water pump, from manual to automatic, a J. Lawrence Hall representative devised a solution utilizing thermostats at each of the units to help regulate the hallway heater temperatures. Mr. White inquired whether Mr. Boucher would make the decision after pricing is received; budget funds would be utilized. Mr. Putnam agreed this approach is a good, sound solution between the radiant heat and the heat pump, and that it is a good idea to have the Mitsubishi rep on-site, given how new these products are on the market. Mr. Boucher said these energy efficient units have been highly recommended.

Ultra-Violet Disinfection Project Update – Mr. Boucher reiterated that the recent power shutdown simultaneously benefitted the HVAC and UV projects, and the plan concerning the UV Disinfection project was to put the main pump station onto generator power to fill a tank without allowing biosolids leaving the wastewater treatment facility. The main pump station was pumped down and it was not necessary to fill the tank because it was able to back up into the system within a short time while on stand-by power. Mr. Boucher explained that photographs were taken after the bypass wire had been spliced in the existing and new manholes. Rebar has been installed; this week the channel floors will be poured, inspected, tested and patched. The electrician was on-site for cable clean-up work in the electric manhole and will return to install the emergency plug after parts are received. Mr. Putnam inquired of the frequency of project inspections. Mr. Boucher replied Underwood Engineers have been on-site daily. Mr. Tim Herlihy, Office of Community Development, was on-site during the placement of the underground cable. An excavator will be on-site this week to dig and expose the area for the 24” pipe. The commissions agreed this project is progressing neatly.

Activities & Financial Reports – Commissioner White commented favorably on the freshly painted lines, performed by the DPW crew, as well as the clean access road appearance and lawn mowing recently accomplished by the Water Utilities crew. The financial reports were distributed to the commissioners for review.

Miscellaneous Water Utilities Project Updates - Inspection reports including photographs have been received from Underwater Solutions for the three water storage tanks. The pages containing recommended work, i.e., exterior pressure washing and small exterior coating repairs, were distributed to the commissioners. Chairman Courage inquired of the Mayflower Tank repairs to be planned for the 2017 operating budget. Mr. Boucher and Mr. White readily agreed internal pressure washing and floor repairs should be planned. Exterior tank work could be performed by in-house personnel. Mr. Courage clarified the pressure washing and floor resurfacing should be contracted out, with which Mr. Boucher agreed. He reported that DPW did a good job painting the parking lot lines. The Collection System crew has been assisting Ducal Development crews locate lines on Mont Vernon Street, has prepared West Elm Street in anticipation of the NH DOT’s road project, and will remove eight brick-topped manholes to be replaced with a block style. This crew will prepare Ponemah Hill this month for DPW paving. The Water Department crew has three more Old Wilton Road gate boxes to remove. One of the Water Department technicians is attending a three day Collection System training class. The temporary water line disconnection was explained to the commissioners. Water Utility records have been updated to reflect the two customer’s properties that are connected to the 12” water main in the North River Road/Mont Vernon Street vicinity. The planned sewer line will be straight; a sewer main deflection will not be necessary. Mr. Courage shared his recollections of the 12” water distribution system connections and upgrades in the vicinity of the Transfer Station and the Ducal Development project area. Mr. Boucher explained his knowledge of the area’s water line maps having been updated in sections were

water line tracing signals had been difficult to capture with technology. Mr. Courage questioned whether updated technology could facilitate mapping the water lines. Commissioner White tried to recall the name of a company who he felt certain could assist with tracing Milford water lines. Mr. Boucher explained the water line records have been updated since the pipe had been exposed, and that photographs were taken for the files. Mr. Boucher does not anticipate disruption to water services to the two customers identified as currently connected to the 12” water main and explained that CSSI, the project contractor for the Ducal Development project understands that temporary water service connections must be provided to the two customers in the event a temporary water service disruptions proves to be required in the future. Mr. Boucher expects to find out tomorrow, when CSSI will resume excavation. Mr. Putnam commented on the Ducal project’s rapid progress with pouring foundations and footings.

Items not on the Agenda – Vice-Chairman Putnam questioned the reduced air quality since the HVAC project began. Mr. Boucher explained the after-hour interior stagnant air is temporary, due to the outside air exchange equipment not operating, until connection to the existing HVAC system is made. The supply air is not being continuously circulated. Basement sludge pumps and the septage receiving facility’s activity impacts the lack of air circulation.

Non-Public Session RSA 91-A:3, II(d) Land At 6:31 p.m., Commissioner White made the motion to enter into non-public session for the purpose of discussing land. Vice-Chairman Putnam seconded the motion. All voted in favor. At 6:59 p.m., Mr. Putnam made the motion to exit the non-public session, with Commissioner White seconding the motion. All voted in favor. Mr. Putnam made the motion to seal the non-public meeting minutes, seconded by Mr. White. All voted in favor.

Future Appointments/Meetings: Tuesday, July 5, 2016 at 6:00 p.m. The next Commissioners’ meeting will be held at the Water Utilities Department, 564 Nashua Street.

Adjournment: At 6:59 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