

**Milford Water/Wastewater Commissioners’
Meeting Minutes
July 5, 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.

RSA 91-A:3, II(d) Land At 6:01 p.m., Vice-Chairman motioned to enter into non-public session for the purpose of discussing land. Commissioner White seconded the motion. All voted in favor. At 6:59 p.m., Mr. Putnam made the motion to exit the non-public session to return to the public meeting session, with Commissioner White seconding the motion. All voted in favor. At 7:00 p.m. Mr. Putnam made the motion to seal the non-public meeting minutes, seconded by Mr. White. All voted in favor. Mr. Putnam announced that while in non-public session a decision regarding land had been made.

Press and Public Comments – None

Appointments – None

Decisions/Approvals

Approval of Meeting Minutes – Vice-Chairman Putnam motioned to accept the meeting minutes of June 21, 2016 as presented. Commissioner White seconded. All voted in favor. Motion passed 3/0.

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 June 2016 Bill Commitment 160630 in the amount of \$55,236.30 and for the June 2016 Final Bills issued in the amount of \$1,112.14.

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 June 2016 Bill Commitment 160630 in the amount of \$53,576.18 and for the June 2016 Final Bills issued in the amount of \$1,175.66.

Discussion/Information Items

HVAC Project Update –Mr. Boucher reported that much of the HVAC equipment was in the start-up phase this past week. Representatives from the Mitsubishi, SMR Design, and Peterson companies conducted on-site inspections. J. Lawrence Hall anticipates receiving ceiling grates this week to complete the duct work which will tie into the existing HVAC system, which will supply outside air and prevent unfavorable wastewater treatment process odors from entering the administration building. Mr. Boucher said the project is progressing well. He is reviewing the change order requests received relative

Water/Wastewater Commissioner Meeting Minutes
July 5, 2016

to previously discussed multi-positioning valves, a reduction in size of the lobby toggle switches, and the installation of aqua-stat controls for stand-by, back-up operation of the lobby wall cab heaters since the heat is currently computer controlled while the fans to project the heat are manually controlled. The second-stage, back up goal is for pipe heat to be detected by the aqua-stat sensors and the fans to turn on automatically. Commissioner White inquired of the cost. Mr. Boucher explained \$1,848.00 for the three units. The last change order is to fabricate and add a \$790.00 gravity intake ventilator filter system to protect internal equipment by removing dust and pollen from through a new laboratory fume hood unit, recommended since the existing fume hood's original design did not include a ventilator filter system. Chairman Courage questioned the value of items previously approved via change orders. Mr. Boucher said roughly \$5,500.00, of which the aqua-stat control would come from the budget, if approved, and the remainder would come from the actual project cost. The four change orders total \$8,091.00. Vice-Chairman Putnam questioned whether this amount included the three aqua-stats, one for each heater, or would be one aqua-stat that would control all three heaters. Discussion followed regarding Mitsubishi system connections and associated costs. Because an itemized cost breakdown had not been included with the change orders provided to Mr. Boucher, the commissioners took no action this evening. Mr. Boucher reported that Underwood Engineers is creating an HVAC project punch list of items found during the on-site equipment inspections. Mr. Putnam inquired what ran off the hot water system. Mr. Boucher explained the radiant heat route through the various admin building rooms.

Ultra-Violet Disinfection Project Update – Mr. Boucher said a progress meeting would be held tomorrow at 10:00 a.m. The channel floor has been poured and finished the electrical manhole. Channel walls will be formed. Electrical Installation will be here tomorrow to complete the main pump station emergency generator connections. Design changes to install two valves will be needed to avoid a nine degree pitch since exploratory digging for the 24" main revealed the main is not as level as had been hoped. Underwood Engineers will review the resolution suggested by Penta Corporation and report to Mr. Boucher the best way to proceed.

Activities & Financial Reports – Mr. White inquired of the efforts to rebuild the flail mower. It was decided to instead seek rental fee estimates for this mower that typically is only utilized once or twice a year, as well as to obtain a quote to purchase an attachment to a DPW-owned mower that could then be borrowed as needed. Mr. Boucher explained that accumulated metal stored on the Water Utilities grounds had been scrapped for a good price instead. He mentioned that the grounds are typically kept free of excessive scrap metal in anticipation of on-site NH DES and EPA inspections. The commissioners received revenue and expenditure statements provided by the Finance Department. Mr. White commented that the Water Utilities Department is on-target for water and sewer categories at this mid-year status.

Miscellaneous Water Utilities Project Updates - Summer laborers will be begin employment this week for various water and collection system projects. A broken hydrant located near the transfer was repaired today. Border Street lawns affected by last year's water main project will be loamed. DPW will be contacted for paving schedule updates requiring collection system and water department assistance. The Mont Vernon Street sewer inspections are on-going. Chairman Courage inquired of the sewer service line installations to Mont Vernon Street properties. Mr. Boucher said Ducal Development will determine whether the property owners prefer the sewer connections fully installed to their properties so that the street and sidewalk surfaces will be minimally disturbed, including during catch basin work. Chairman Courage requested Mr. Boucher provide the commissioners with a status update

of the established 2016 Water Utilities Director goals during a future meeting. Vice-Chairman Putnam commented favorably on Milford's high level of town-wide projects underway during 2016 as compared to the past 10 years combined. Milford's water storage levels are being closely monitored during this exceptionally dry season. The hours of the day that water customers water their lawns do make a difference—early morning lawn sprinkler activity is best, prior to daily water demand spikes. Pennichuck's repaired water system pumps are being tested. Wording of the voluntary water use restriction program will be reviewed during the next meeting. Mr. Boucher will provide the commissioners with static water well level numbers, the volume of gallons being pumped, and a brief summary of how Merrimack and Pennichuck are handling customers during low rainfall seasons.

Future Appointments/Meetings: **Tuesday, July 19, 2016 at 6:00 p.m.** The Commissioners' meeting will be held at the Water Utilities Department, 564 Nashua Street.

Adjournment: At 7:30 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