

Milford Water/Wastewater Commissioners'
Meeting Minutes
July 19, 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.

Appointment – Mr. Tom Herlihy, Wilton Sewer Commission Chairman, and Mr. Christopher Carter, Wilton Sewer Commissioner, were present this evening to discuss Milford's 2014 Adjusted Cost of Operations invoice issued in the amount of \$8,098.00 to the Wilton Commissioners in February 2016, three months after the Wilton Sewer Commissioners finalized their 2015 budget. Mr. Herlihy pointed out that the Wilton sewer budget is based on flat rate billing. He acknowledged that in years past, Milford's audited Adjusted Cost of Operations calculations expenses sometimes resulted in refunds to Wilton and sometimes Wilton owed Milford. Final calculations are dependent upon Milford sewer project costs, treatment expenses and consideration of Wilton's measured sewer flow to Milford for treatment. The Wilton Sewer Commissioners requested:

- a meeting be scheduled regarding the 2014 Adjusted Cost of Operations cost formulas
- an estimated invoice by November, before the Wilton 2017 budget is finalized
- an estimated date for Milford's next financial audit
- discussion of delayed payment

Commissioner White and Chairman Courage indicated the Finance Department, one of several Town Hall departments that provide services on behalf of the Water Utilities Department, could address the Wilton Sewer Commissioners' questions regarding the time delays of the 2014 audit/ invoice details as well as the anticipated 2015 Adjusted Cost of Operations audit/invoice details. Director Boucher provided the Wilton Sewer Commissioners with a copy of the 2014 invoice back-up worksheet and offered to help clarify the 2014 Water Utilities paid sewer project invoices pertinent to the Adjusted Cost of Operations formulas. Vice-Chairman Putnam said the 2014 financial audit delay is an anomaly, not representative of Milford's previous audits. Mr. Putnam will contact Mr. Jack Sheehy, Director of Financial Operations tomorrow regarding Milford's 2015 audit. Mr. Boucher discussed Milford's ultra-violet disinfection upgrade project, sewer maintenance/flushing program, flow meter equipment calibration schedules, and sewer video inspection equipment. He will provide Chairman Herlihy with a sewer maintenance/GIS/pump station scope of work as well as the bond schedule for the U.V. Disinfection project. Mr. Boucher has Mr. Herlihy's cell number to arrange a joint meeting with Milford's Finance Department.

Press and Public Comments – None

Decisions/Approvals

Approval of Meeting Minutes – Commissioner White motioned to accept the meeting minutes of July 5, 2016 as presented. Vice-Chairman Putnam seconded. All voted in favor. Motion passed 3/0.

Water Conservation Program – Director Boucher distributed the draft mandatory lawn watering conservation program on an odd/even calendar day basis corresponding with odd/even property address numbers intended to decrease/better manage Milford's well water usage while allowing Milford water customers to water their lawns every other day between 5 – 8 am and 5 – 8 pm. This program will remain in effect May 1 through October 1st annually. He explained that the need for a mandatory water conservation program followed a temporary, voluntary lawn watering restriction period implemented after Milford customers' water use remained high during a time when our back-up water supply, Nashua's Pennichuck water system, had experienced booster pump mechanical problems. A lawn watering conservation program will help extend the life of Milford's well pumps. Enforcement of the mandatory water conservation program will be necessary. Repeat offenders risk temporary disconnection. The Pennichuck water system services some Milford developments. Commissioner Courage shared the recent Waterline issue, Pennichuck's newsletter. Mr. Putnam and Mr. White noted that the Waterline referenced Milford's Pennichuck water customers' water would be shut off when outdoor water use occurs during Milford's water restriction periods, however the Milford's water restriction had been voluntary when the Waterline was distributed. Mr. Boucher will email the commissioners the formal notification advising Milford water customers of the new, mandatory water conservation program for approval. Mailers will be printed and sent to Milford water customers, the local paper will be contacted, and the lawn watering conservation program information will be posted on the Town's website.

Chairman Courage made the motion to approve the July 19, 2016 draft lawn watering conservation program on odd/even days effective July 20, 2016 through October 1, 2016 and as of May 1, 2017 through October 1st 2017 annually thereafter. The motion includes that customers with street addresses that end with an odd number will only water lawns on odd numbered calendar days, while customers whose addresses end with an even number will only water lawns on even numbered calendar days. This includes specific hours of lawn watering and first time violators will receive a written warning for non-compliance, with serious repeat offenders risking disconnection of their water service and a fee for reconnection. Vice-Chairman Putnam seconded the motion. Motion passed 3/0. Mr. Boucher said going forward, the effects of lawn watering will be balanced daily more evenly on the town's water supply.

Contractor's Application for Payment – Director Boucher explained this payment request had been reviewed and approved by Finance Director Jack Sheehy. Project progress was noted. Upon document review, Commissioner White made the motion to approve J. Lawrence Hall's Application for Payment #2 in the amount of \$49,796.00 dated June 24, 2016 for the WWTF CIP Phase 1 HVAC Upgrade project. Vice-Chairman Putnam seconded the motion. All voted in favor, 3/0. Chairman Courage signed three sets of the J. Lawrence Hall Application for Payment #2 as presented.

Contractor's Application for Payment – Director Boucher explained this payment request had been reviewed and approved by Finance Director Jack Sheehy. He highlighted project progress. Upon document review, Commissioner White made the motion to approve Penta Corporation's Application for Payment #3 in the amount of \$74,295.00 dated July 1, 2016 for the WWTF CIP Phase 1 U.V. Upgrade project as presented. Vice-Chairman Putnam seconded the motion. The commissioners unanimously approved this motion 3/0. Chairman Courage signed three sets of the Penta Corporation Application for Payment #3 as presented.

Discussion/Information Items

HVAC Project Update – The change order for the valve system has been received today. The J. Lawrence Hall crew was on-site for the actuator valves for the supplemental heat units. One of the three units did not work properly and will be replaced. The external air exchange process is being complimented with internal air fresheners. The anticipated completion date of punch list tasks is 15 days from today. The mason will tend to the concrete bathroom ceiling work. A pump system error code will be rectified.

U.V. Disinfection Project Update – Before/after photographs of the concrete slab area, poured today, were shown to the commissioners. Mr. Boucher explained the details of this project, which is on schedule for an end of October completion. The next U.V. project progress meeting with Underwood Engineers will be held August 10th.

Activities & Financial Reports – Commissioner White noted the GMC ¾ ton vehicle is at the body shop for repairs.

Miscellaneous Water Utilities Project Updates – Ponemah Hill Road water gate valve boxes have been raised to grade. Manhole frame covers and water gate boxes on Old Wilton Road will be raised next week. The South Street water valves will be dug by the project contractor, and valve boxes replaced, following shearing of the water boxes not having been lowered prior to reclamation of the pavement. Mr. Boucher expects to receive a work list and schedule from the Planning Department on July 20th. Sidewalks on the east side of South Street are being prepped for work now. Aeration system transfer pump breakers have been tripping. A new conduit line will be run off of the septage building. The electrician will tally the septage receiving facility max power load demand. Both sides of Amherst and Border Street residences affected by last fall's water projects received new loam last week. The DPW crew will stripe Merrimack Road in Milford. Mr. Boucher and Mr. Berry, Amherst DPW Director, have spoken regarding Milford's final Border Street paving invoice for the cost-shared Amherst/Milford project; the invoice will be received tomorrow. The Hutchinson Point project continues to be inspected by the Water Utilities water/sewer foremen. Project as-built plans and elevations will be received. The Water Utilities Department has applied for a 26-mile leak detection survey grant. This department has been fortunate to receive two state funding grants in the past. Insight At Last, a Milford company whose software tracks service work orders and vehicle parts, gave a presentation to the Water Foreman and Director Boucher. Program costs and benefits will be reviewed. Mr. Putnam suggested Mr. Boucher speak with Mr. Riendeau, DPW Director, to inquire about the DPW inventory tracking system. During the 2017 budget season, Mr. Boucher will give consideration to the flushing truck demonstration attended several months ago. Mr. White commented favorably on the hand-out distributed this evening on the 2/3 Milford – 1/3 Pennichuck water usage report, reflecting efficient use of the back-up water supply system during this year's lack of rainfall.

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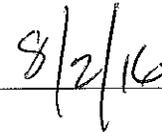
RSA 91-A:3, II(d) Land At 7:15 p.m., Vice-Chairman Putnam motioned to enter into non-public session for the purpose of discussing land. Commissioner White seconded the motion. All voted in favor. At 7:37 p.m., Chairman Courage made the motion to exit the non-public session to return to the public meeting session, with Vice-Chairman Putnam seconding the motion. All voted in favor. At 7:38 p.m. Commissioner White made the motion to seal the non-public meeting minutes, seconded by Mr. Putnam. All voted in favor.

Future Appointments/Meetings: Tuesday, August 2, 2016 at 6:00 p.m. The Commissioners' meeting will be held at the Water Utilities Department, 564 Nashua Street.

Adjournment: At 7:38 p.m. Commissioner White made the motion to adjourn the meeting, seconded by Vice-Chairman Putnam. All voted in favor.



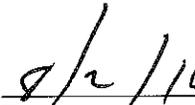
Robert E. Courage, Chairman



Date



Michael E. Putnam, Vice-Chairman



Date

Dale A. White, Commissioner

Date