

**Water/Wastewater Commissioners'**  
**Meeting Minutes**  
**June 22, 2010**

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

**Call to Order:**

Chairman Courage called the meeting to order at 6:00 p.m.

**Appointments:**

Mr. Merv Newton was present this evening to ask the commissioners to read through the document dated June 22, 2010 that he prepared and distributed to the Board entitled: Potential Look Into the 21<sup>st</sup> Century for the Milford Waterworks, attached to the minutes of this meeting as a permanent record. The document refers to Milford and Wilton water supplies, the agreement with Pennichuck to provide water as needed, the land available across the road from the Wilton water source owned by Leighton White, as well as water exploration efforts underway on North River Road. Mr. Newton said that Wilton has been a good neighbor and there would be merit to creating a two-town water district. Vice-Chairman Putnam said that he would like to read this and gain full understanding of the information over time, rather than make any decisions this evening. Commissioner White said he would need to excuse himself from a vote due to his association with Leighton White. Vice-Chairman Putnam said that Commissioner White should participate in discussions, and decide upon a vote when the time arises. Mr. Newton, having served on the Board of Commissioners for a time, is concerned about the possibility, and costs, of the City of Nashua taking over the Pennichuck Water Works assets interfering with Milford and Wilton's ability to control their own destiny in time. He believes Milford could "bring something to the table" to Wilton as far as assisting with their water operations and provide for cost controls. Vice-Chairman Putnam said that there was no interest in pursuing combining Milford/Wilton water operations during previous discussions with the Wilton Water Commissioners, but perhaps with a new Wilton Water Commissioner, the conversation could be revisited. Chairman Courage said that there had been a interconnection feasibility study performed by SEA Consultants, and the Milford commissioners were very willing to participate with Wilton and share costs if Milford could get something in return from Wilton, namely having Wilton sell water to Milford, since the interconnection would be of the most benefit to Wilton water users. Mr. Courage invited Mr. Newton to review the SEA Consultants report if he would like, and added that, at the time of those discussions, this project was not high enough on the list of projects being considered by the state as eligible for receiving economic stimulus funding, and the Wilton Commissioners weren't interested in pursuing further discussions as they were pleased with the services of a recent hire to oversee their current water operations. Upon discussion, Vice-Chairman Putnam said he would approach Mr. Jim Tuttle, Wilton Water Commissioner, and Commissioner White would approach Mr. Charlie McGettigan, Wilton Water Commissioner, to determine whether there is any renewed interest in the two Boards meeting to develop an agreement wherein Wilton would sell water to Milford.

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**Decisions:**

Approval of Final Minutes – Commissioner White made the motion to approve the minutes of the meeting held on May 25, 2010. Vice-Chairman Putnam seconded the motion. All voted in favor. Commissioner White made the motion to approve the minutes of the meeting held on June 8, 2010. Chairman Courage seconded the motion. All voted in favor.

**Discussions:**

778 Elm Street Flat Rate Water Fees – Superintendent Boucher said that in follow-up of this topic discussed during the June 8<sup>th</sup> Commissioners’ meeting, all flat rates are being reviewed for possible conversion to metered rates by the Billing Clerk, including the new hair salon located at 778 Elm Street.

Energy Savings Program Potential - Update – Superintendent Boucher said that Ms. Kelley Freitas, of Echo (Everyone Can Help Out) Sustainability Partner, informed him that if the Water Utilities Department decides to participate in the program, that we must wait to be accepted by the Energy New England following a “test” and that we just missed a test opportunity, or if an actual “brown out” is called, we may be enrolled as early as August. The next opportunity to be tested/join will not be until November 2010. All required membership provisions are in place, he said. He distributed the one-page document outlining minimum revenue projections based upon information provided to Ms. Frietas; with a 200 kW demand scenario, estimated revenue is as follows, but could be higher based upon demand, Mr. Boucher said. If the generator were not run, the amounts appearing below would be payable:

August 2010 – May 2011	\$2.91	\$5,820.00
June 2011 – May 2012	\$2.91	\$6,984.00
June 2012 – May 2013	\$1.91	\$4,584.00

Mr. Boucher noted that checks would be issued quarterly, and the revenue earned could be spent as the commissioners would like, and read from the hand-out that “financial summary assumes August 2010 acceptance after call for capacity”. Vice-Chairman Putnam asked whether a one year contract agreement must be signed. Mr. Boucher thought that a contract would not be necessary for a three year “on demand” involvement, as the PSNH Peaksmart program did not; he will inquire and let the commissioners know during the next meeting. Commissioner White asked whether revenue would be higher if brown-outs occurred frequently, barring a scenario involving many consecutive-day generator requirements/operational diesel costs. Mr. Boucher confirmed there are no up-front costs on the Town’s part, and that it would be difficult to pre-determine the generator operation costs, but that fuel consumption during generator operation “under load” could be looked into. Commissioner White suggested there may be a national kW per hour chart that could be reviewed. As the Water Utilities Department is unable to join Energy New England’s plan at this time, this topic will be “on hold” until contract details are obtained. Mr. Boucher will obtain additional operational costs and contract information and then send an email to the commissioners.

2010 Water Utilities Superintendent Objectives - Mr. Boucher presented a page of objectives updated as of June 15, 2010 planned for completion between the 2<sup>nd</sup> Quarter of 2010 and the 1<sup>st</sup> Quarter of 2011. He will provide the commissioners with progress updates on a quarterly basis. Commissioner White inquired when the fiscal year begins; Superintendent Boucher responded it is January, as the town's fiscal year is the same as the calendar year.

**Information Items:**

Non-metered Municipal Water – Chairman Courage said that he had been told today by Mr. Kelleher, Parks and Cemeteries Foreman, that he will meet with Jim Young, Water Department Foreman, tomorrow morning to get water meters assigned to the five un-metered DPW discussed during previous commissioner meetings: the north and west islands at the oval, the Union Street cemetery, the Keyes Field baseball diamond, and the West Street cemetery.

Trees Planted near Holland Tank – Superintendent Boucher said that he had spoken with Mr. Turner on the telephone on Monday, June 21<sup>st</sup>. To avoid future miscommunications, Mr. Turner told Mr. Boucher that he would direct his questions/comments to the Superintendent or the Water Foreman.

Wireless Communication – Superintendent Boucher said during his NetDMR “webinar” training class held earlier in the day, utilizing the telephone (by speaker) concurrently with on-line training, his computer was lagging behind the “live” instruction being provided by probably as much as five screen “pages”, and that his staff has begun tracking connectivity problems on individual log sheets. Mr. Boucher said that Bruce Dickerson, IT Director, agrees that the current Comcast connection, for which there is no contract, is not the best and that he would pursue purchasing guide wires and two additional tower sections, and that he still wants to schedule an on-site visit with the company located in Vermont, and verify the line of sight, because the existing trees will only get higher and interfere with future wireless communication. Mr. Boucher said that the Water Utilities Department should return to faster service soon. Commissioner White said that he had also spoken with Mr. Dickerson and had recommended a plan be drafted so that the necessary activities occur correctly on the first trip. He added that Mr. Dickerson indicated a return to the (more costly) G4 phone system support if the antenna upgrade doesn't resolve the connectivity issues. Vice-Chairman Putnam asked whether the current alarm system connectivity could be used; Superintendent Boucher said that was not an option. Mr. Boucher said he is confident the towers will work with the extensions; they would work now except for the interfering effects due to wind moving the trees. Chairman Courage said that it appears the Water Utilities staff is being expected to operate within a trial and error environment insofar as telephones and computers are concerned and that if necessary, outside contractors should be brought in so that this should not be the case much longer. Superintendent Boucher said that he believes the existing tower can support two additional sections. Vice-Chairman Putnam said that perhaps a date/deadline should be set, perhaps the end of July, to motivate in-house actions to resolve the on-going connectivity issues at the Water Utilities Department before requesting out-of-house personnel investigate/recommend available options and costs. Superintendent Boucher said that an underlying issue preventing a prompt resolution is the understaffed IT Department, despite Mr. Dickerson's skills and desire to resolve the connectivity issues at the Water Utilities Department.

Johnson Street Sewer Rehab & Hydrant Replacement Projects – Commissioner White said that he appreciated the email sent by the Superintendent informing the commissioners of the water main break. Superintendent Boucher said the interruption in water service to the Johnson Street and Walker Street customers lasted approximately two hours and was caused by an unmarked service at the hydrant on Knight Street, which is now marked. He said that the sewer work is progressing well and that work on the inverts will begin on Thursday, June 24<sup>th</sup>; the Water Departing crew will begin hydrant work on Knight Street on Wednesday, June 23<sup>rd</sup>.

Miscellaneous Stantec Consulting Projects – Superintendent Boucher explained sections of the project update status sheet provided by Mr. LaBranche of Stantec Consulting. Mr. LaBranche had requested the amount of funding anticipated from the state, beyond the ARRA funding, and the response he was given that the amount of funds would be made available next week.

In response to Mr. Labranche's request for confirmation that the Commissioners wanted Stantec to "request that the three low bidders extend the 60 day bid valid period from July 5, 2010 to August 5, 2010" so that the valid period doesn't expire, Chairman Courage made the motion to authorize Stantec to request an extension of the 60 day bid valid period from July 5, 2010 to August 5, 2010. Vice-Chairman Putnam seconded the motion. All voted in favor.

Spectech/Curtis Well Improvement Project – Superintendent Boucher reminded the commissioners that he would accompany Attorney Drescher to submit a deposition in court at 8:30 a.m. on Wednesday, June 30<sup>th</sup>, in an effort toward having the court dismiss the claim filed by the Spectech Painting Company since the bonding company is in the position to make payment for services provided on behalf of the (bankrupt) Englewood Construction Corporation.

Sewer Department Map Review Results – Chairman Courage said that he had spoken with Brad Whitfield, the Collection System Foreman, on June 21<sup>st</sup> and that upon a review of available sewer maps, a map regarding the (town owned) sewer main leading to The Reserve is not in the Water Utilities Department files, despite the DPW Director having confirmed to Chairman Courage that the sewer main had been inspected. Superintendent Boucher said he has requested via email the "as-built" maps from Stantec Consulting for Falcon Ridge, Harvest Drive, and The Reserve. Mr. LaBranche will check with the contractors. Chairman Courage wants to ensure rim elevations, inverts, and pipe footage of the entire collection system as well as the pipe inventory of the water system, which Mr. LaBranche should be able to get off of those maps. As-builts for Emerson and Armory Roads should be received as well, said Chairman Courage, and he questions why internal systems allowed for the escrow funds to have been released without the Sewer Department having received the as-builts. Commissioner White suggested Superintendent Boucher contact the Community Development Department regarding the policy/procedures for reductions in bonds, and ensure that the DPW Director communicates with the Water Utilities Superintendent to ensure there are no outstanding issues prior to releasing future bonds. Superintendent Boucher will follow-up with the Community Development Department during the next monthly communications meeting.

Activity Reports – Reviewed by the commissioners without questions. Vice-Chairman Putnam noted that the Water Utilities personnel has been staying productive.

Town Trust Funds (As of May 31, 2020) Financial Report – Reviewed by the commissioners.

Pennichuck's Proposed Permanent and Temporary Rate Increase – Referring to the information received in the mail from Pennichuck Water Works entitled "Permanent and temporary Rate Increase Proceeding Order Suspending Proposed tariffs and Scheduling Prehearing Conference, Order No. 25,107 dated June 4, 2010 (attached to these minutes as a permanent record), Superintendent Boucher will get clarification on the specific increase that Pennichuck is seeking. Chairman Courage said that volumetric municipal charges refers to the bulk rate charged to Milford.

August Vacation – Superintendent Boucher requested vacation time off August 6 – 13. Chairman Courage said that the 2011 budget may be underway at that time.

Non-Public Session - RSA 91A:3 II (d) and (e) Land Acquisition and Legal – Chairman Courage moved to enter into non-public session at 7:05 p.m. seconded by Vice-Chairman Putnam. All members were polled individually and concurred to enter into a non-public session to discuss land acquisition and legal matters. The minutes of the non-public portion of this evening's meeting will be sealed on motion made by Chairman Courage and seconded by Vice-Chairman Putnam. All members were in favor. After discussion, Chairman Courage moved to come out of non-public session at 7:30 p.m. Vice-Chairman Putnam seconded the motion. All members were in favor.

**Future Appointments/Meetings:**

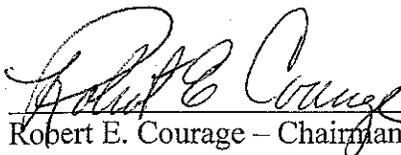
The next meeting of the Water and Wastewater Commissioners will be held at 6:00 p.m. on Tuesday, July 13, 2010 at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

A motion to adjourn was made by Vice-Chairman Putnam at 7:35 p.m. Commissioner White seconded the motion. All voted in favor.

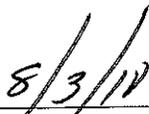
Respectfully submitted,

Evelyn B. Gendron

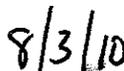
  
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Robert E. Courage – Chairman

  
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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

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