

**Milford Water/Wastewater Commissioners'**  
**Meeting Minutes**  
**November 26, 2019**

Present: Robert Courage, Chairman  
Michael Putnam, Vice-Chairman  
Dale White, Commissioner  
Kevin Stetson, Director, Water Utilities Department  
Evelyn Gendron, Executive Assistant, Recording

**Call to Order**

At 12:35 p.m. Chairman Courage called the meeting to order, with introductions. Commissioner White joined the meeting in progress at 12:47 p.m.

**Decisions & Approvals**

Meeting Minutes – Upon motion by Vice-Chairman Putnam, seconded by Chairman Courage, the meeting minutes of November 12, 2019 were unanimously approved as presented; motion passed by the 3/0 vote.

Water Abatement Request – 233 South Street (Kilorin)

Upon motion by Vice-Chairman Putnam, seconded by Chairman Courage, the water abatement request in the amount of \$184.68 for Mr. Michael Kilorin's 2019 water bill #226818 relative to 233 South Street was unanimously approved based upon the submitted details of a faulty toilet, and in accordance with the recommendations of Director Stetson and Water Foreman Provins. The amount of abated usage was calculated as 8,550 cubic feet. Motion passed by the 3/0 vote.

**Discussion/Information Items**

CMOM Bid Review

The commissioners reviewed Mr. Stetson's 11/26/19 correspondence outlining CMOM RFP results received, and his recommendation to develop an amended RFP with detailed tasks for resubmittal. Ms. Laurie Perkins, Wright-Pierce, was present for this agenda topic. CMOM stands for "capacity, management, operations, and maintenance", a flexible, dynamic framework for municipalities to identify and incorporate widely-accepted wastewater industry practices to better manage, operate, and maintain collection systems. Director Stetson explained that four engineering firms had submitted bids in response to Milford's CMOM RFP, formatted as a broad scope and invited inquiries. Sealed bid responses to the RFP included a wide variety of proposed approaches and costs. He will review bid components received, select bid components that would best serve Milford in order to prepare and redistribute an amended RFP. Without revealing the four vendor names/prices, he summarized four engineering firm's suggested approaches to meet EPA requirements for Milford's collection system management, mapping, repair, rehab, and maintenance for reporting and documenting Milford's data for the new permit. The new EPA permit has not yet been received. He noted there is time, and that the bids received from all four vendors demonstrated that they were knowledgeable, experienced and capable of assisting Milford's development of a CMOM program.

By selecting elements of the four bid submissions, the task of developing and distributing an amended, detailed CMOM RFP tasks can be accomplished by the second week of December in order to receive concise bids

within a consistent apples-to-apples format from the same four engineering companies to facilitate the comparison and award of the CMOM project to one of the four bidding engineering companies.

Ms. Perkins noted that providing an opportunity for engineering firms to resubmit a bid is strategic on Milford's part, since CMOM is a big program and future needs would be dependent upon Milford's current CMOM program status and the new permit requirements. Realizing this, she said, Wright-Pierce had submitted a variety of CMOM assistance options to meet Milford's timing of a variety of potential needs. To obtain a clear comparison of rebid costs, for example hours and dollars, she suggested a price timetable for a specific number of tasks. Vice-Chairman Putnam compared this concept to a menu, from which Milford could pick and choose. Director Stetson added that this would facilitate the engineering firm bids be measured similarly. Ms. Perkins said this would be appreciated. Chairman Courage noted that the desired CMOM program assistance should be a completed, "good to go" program so that the Milford staff would not have to add to it, in other words, Milford would "take the information and fill in the blanks" on a time basis, not receive information in a piecemeal fashion. Director Stetson agreed that Milford would need to provide the awarded engineering firm information (history, staffing, etc.) so that the finished product received would be added to by Milford in order to meet EPA CMOM compliance requirements. Mr. Courage inquired whether the program would include mapping. Mr. Stetson explained that yes, as part of the asset management plan, a focus on mapping would be necessary and included. This is also a 2020 budget component, contingent upon NH Senate budget approval. With the commissioners being in agreement with the rebid approach, Mr. Stetson will draft the rebid and distribute by the second week of December. Ms. Perkins recommended informational workshops with key Milford staff and engineering firms, just one workshop or several, would be valuable to share information toward the creation of fillable CMOM program forms, adding that program aspects would become clearer most quickly to engage Milford operators in scheduled workshop time together as opposed to an outside engineering firm going through plant records and making repeated inquiries of staff. Learning how the Milford operators perform their work would be key to documenting CMOM program successes and meeting EPA requirements. Mr. Stetson agreed, adding that just researching forms and documents would not tell the whole story. Mr. Courage said Milford's collection system is in pretty good shape.

#### NHDES Water System Level 1 Assessment

Director Stetson reported that in the vicinity of Meadowbrook a positive coliform water test result was received. Additional sampling was accomplished, also indicating the presence of coliform. The presence of coliform bacteria requires a response, however, does not require a boil order or customer-wide notification. A Water System Level 1 Assessment, required by the NHDES was accomplished. Findings included: Milford's source water at the well tested negative for bacteria. Possible factors which may have contributed to the presence of coliform include: prior suspension of the annual fall hydrant flushing was necessary due to the extremely low level of the Souhegan River, in addition to potential water main disruption resulting from the recent Merrimack Road water main improvements. Curtis Well and Holland Tank chlorination levels were increased. Residual readings will be taken in follow-up of the increased chlorination levels within the water distribution system. Should optimal weather conditions continue, hydrant flushing in the vicinity of Meadowbrook will be accomplished. Pursuant to Vice-Chairman Putnam's recommendation, Mr. Stetson inquire whether the Water Department staff increased chlorination at the Dram Cup water tank. The sampling of water sites is on-going.

### Stantec Water Main Improvement Documents

The commissioners reviewed Director's Stetson's 11/26/19 correspondence recommending approval of Stantec's 2019 Water Main Improvements Project Change Order #3, resulting in a decrease in the contract price of \$111,431.67. The date of completion for the work was September 10, 2019. Chairman Courage signed Stantec's Water Main Improvement Project Change Order #3. Mr. Stetson's 11/26/19 correspondence informed the commissioners that this project was completed at \$40,376.03 below the \$983,705.00 warrant article.

The commissioners reviewed Director's Stetson's 11/26/19 correspondence recommending approval of Stantec's 2019 Water Main Improvements Project Substantial Completion document. Shrub replacement at 24 Union Street remains to be accomplished. The date of substantial completion for the project work was September 4, 2019. Chairman Courage signed Stantec's 2019 Water Main Improvements Project Substantial Completion document.

The three commissioners reviewed and signed Director's Stetson's 11/26/19 correspondence recommending approval of Stantec's 2019 Water Main Improvements Project Application for Payment #5, in the amount of \$76,344.89.

### Appointment

The commissioners reviewed Mr. Stetson's emails received from Mr. Mike Ruth, Alfa-Laval, dated November 25 in response to Mr. Stetson's November 22 inquires as to the scheduled delivery of the Dewatering Project centrifuge. At 1:00 p.m. Mr. Dave Mercier, Underwood Engineers initiated the Dewatering Project Construction Progress Meeting #2 discussions and distributed the meeting agenda. Also in attendance were Mr. Shannon Larocque, NH DES, Mr. Paul Blandford, PRB Construction and Jamie Soucy, Milford Wastewater Operations Foreman. Underwood Engineers will provide detailed project meeting minutes and agreed upon action items. Shipment of the centrifuge is anticipated to be soon, however the exact date of arrival in Milford continues to confound contractor and subcontractor activities. PRB Construction will not meet the substantial completion date previously identified, however, is scheduling as much as is possible under the circumstances; the project goals will probably be extended to the end of January. An Alfa-Laval representative is expected to be in Milford the 2<sup>nd</sup> week of December, contingent upon the arrival of the centrifuge. Mr. Mercier will discuss SRF disbursements in another week or so, allowing the commissioners and Director Stetson to further review the Water Utilities budget numbers. The commissioners agreed it is their preference to process SRF disbursements "as we go". The attendees were interested in touring the Water Utilities dewatering area to view progress and continue developing the project discussions. PRB Construction will schedule monorail and rebar work, continue personally reviewing/discussing the original project design work/redesign needs, and will post the necessary project signed per the Davis-Bacon Act project requirements. Mr. Mercier and Mr. Larocque want to be aware of subcontractors on-site (Electrical Installations and American Crane). Mr. Soucy He reported that the new emulsion polymer was tested on the belt filter press and worked well. He has created a subcontractor sign-in/sign-out log book documentation station. Contractors are expected to sign in and out during their lunch breaks. Mr. Blandford was reminded of the sign-in station location. The next Dewatering Project Construction Meeting will be held on Tuesday, December 24 at 1:00 p.m. to accommodate the schedules of Mr. Larocque, NHDES, PRB Construction, and Underwood Engineers. Chairman Courage signed approval to process PRB Construction's Dewatering Project Pay Requisition #2, dated 11/15/19, in the amount of \$78,300.00, reviewed by Underwood Engineers and presented by Mr. Mercier at the end of this project discussion.

November 18, 2019 DPW Paving invoice (Nashua and Union Streets)

The commissioners reviewed Director’s Stetson’s 11/26/19 correspondence detailing the Public Works Department’s request for approval of an invoice in the amount of \$150,402.07 in accordance with the 6/25/19 agreement between the two departments for paving costs associated with Water Utilities water main projects. Following discussion, without a motion, the commissioners signed approval for Mr. Stetson to process the payment to the Public Works Department in the amount of \$150,402.07 in accordance with the 6/25/19 agreement between the two departments.

Draft 2020 Water Utilities Budget

Mr. Stetson awaits receipt of additional budget numbers from the Finance Director.

2019 Salary Survey Information

Director Stetson provided the survey information to the commissioners to review.

Recap of Merrimack Road Water Main Replacement Project

The Water Foreman will be requested to record upgraded water main pipe sizes onto the water maps.

Activities Report

Planned and accomplished activities were reviewed by the commissioners. The commissioners are optimistic that weather conditions will permit West Milford hydrant flushing to resume, as Milford’s annual fall flushing program had been suspended due to the Souhegan River’s low water levels.

**Future Meetings**

- Tuesday, 12/10/19 at 12:30 p.m.: BOC Meeting, Water Utilities Department, 564 Nashua Street
- Tuesday, 12/24/19 at 12:30 p.m.: BOC Meeting, Water Utilities Department, 564 Nashua Street

**Adjournment**

Upon motion by Chairman Courage, seconded by Commissioner White, the Board unanimously adjourned the meeting at 2:00 p.m. by the 3/0 vote.

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Robert Courage, Chairman

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Date

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Michael Putnam, Vice-Chairman

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Date

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Dale White, Commissioner

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Date