

Milford Water/Wastewater Commissioners' Meeting Minutes

April 11, 2022

Present at this meeting: Dale White, Chairman
Robert Courage, Vice-Chairman
Hunter Philbrick, Commissioner
James Pouliot, Director, Water Utilities Dept.
Evelyn Gendron, Recording Secretary

Call to Order & Introductions

At 10:58 a.m. Chairman White called the meeting to order with introductions.

Press and Public Comments – none

Appointment

The Board learned of the Collection Asset Management project details and benefits through the discussion led by Ms. Margaret Blank and Ms. Elizabeth Dizensky, Underwood Engineers, regarding the 21 page power point presentation, during which Ms. Blank addressed the inquiries of Director Pouliot and the commissioners. The project was funded with NHDES Clean Water State Revolving Funds, amounting to \$30,000 principal forgiveness. The overview listed two grants scheduled to be approved by the Milford Board of Selectmen during their meeting this evening:

- \$100,000 ARPA grant for Water System asset management program update and expansion, including the purchase of CMMS software
- \$30,000 ARPA grant for Wastewater Treatment Facility asset management program

Mr. Pouliot will pursue and complete additional grant funding applications, such as for the two new blowers and two new aeration systems at the Water Utilities Department, NHDES, as well as the Eversource incentives mentioned by Ms. Blank. A brief pause at this point of the meeting was taken between appointment speakers.

Mr. Steve Bolles, Process Energy Services, and Ms. Sharon Nall, NHDES, then presented information to the Board regarding an Energy Evaluation of the Milford Wastewater Treatment Facility & Collection System Pump Stations, followed by an Energy Evaluation of the Milford Water System Wells & Booster pump Station. Ms. Nall shared that a 50% water grant may be possible on the water side, if the application is submitted before June 1st. Mr. Pouliot will email Ms. Nall and Mr. Joe Ducharme at Hoyle, Tanner & Associates to further explore this funding opportunity. Recommended measures for future savings through water and wastewater process adjustments were discussed.

Decisions and Approvals

BOC Meeting Minutes – 3/14/2022

Upon motion by Vice-Chairman Courage, seconded by Commissioner Philbrick, the meeting minutes of 3/14/2022 was unanimously approved as presented by the 3/0 roll call vote as follows:

Dale White: announced “aye”

Robert Courage: announced “aye”

Hunter Philbrick: announced “aye”

Water Users Fee/Tax Collector’s Warrant – March 2022 – After Chairman White read the Tax Collector’s Water Users Fee Warrant to collect the taxes in the matter of water users fees for the March 2022 Bill Commitment 220331 in the amount of \$66,294.53 and for the March 2022 Final Bills issued in the amount of \$1,006.52 the commissioners signed this warrant as presented.

Sewer Users Fee/Tax Collector’s Warrant – March 2022 – After Chairman White read the Tax Collector’s Sewer Users Fee Warrant to collect the taxes in the matter of sewer users fees for the March 2022 Bill Commitment 220331 in the amount of \$79,001.93 and for the March 2022 Final Bills issued in the amount of \$1,251.70 the commissioners signed this warrant as presented.

Sewer Abatement Request – New Galicia, LLC

Upon motion by Vice-Chairman Courage, seconded by Chairman White, it was unanimously decided by the 3/0 “aye” votes to abate the sewer charges in the amount of \$1,948.67 as recommended by Utility Foreman Keane and Director Pouliot due to a burst pipe, for which not all the water entered the public sewer system. Mr. Pouliot added that the situation has been corrected. The amount of sewer usage to be abated is calculated as 22,476 cubic feet, regarding the 2022 Bill #260152. Motion passed unanimously as presented by the 3/0 roll call vote as follows:

Dale White: announced “aye”

Robert Courage: announced “aye”

Hunter Philbrick: announced “aye”

Chairman White stated that this customer must lower their water line before next winter.

Discussion/Informational Items

RFQ Discussion

Mr. Pouliot said that two responses were received of the four RFQ’s distributed to engineering firms approximately a month ago for AC line work planned to occur after March 2024 in north Milford: Shady Lane, Adams and Myrtle Streets. The commissioners were in agreement that Mr. Pouliot should contact the preferred engineering firm to discuss the projected timeline as well as the possibility of grant funds becoming applicable.

Wilton Year End Reconciliation

The Wilton Year End Reconciliation invoice has been sent by the Milford Finance Department following the annual audit. Mr. Pouliot will follow up with the Wilton Sewer Commissioners to confirm receipt and address any questions.

Underwood Water Booster Pump Station

Mr. Pouliot will contact Pennichuck Water to inquire of the Milford-Nashua stand-by line connection utilization.

Appropriations Report/Inter-fund Balance

Mr. Pouliot explained his plans to approach the budgeting of certain capital expenses differently within the operating budget, i.e., vehicles. Water Utilities will be sure to request from the Finance Department the maturity dates of future bonded projects.

Pennichuck Contract

Mr. Pouliot will clarify a few contract points with Pennichuck, any contract revisions to be signed by Mr. Don Ware and the Commissioners, and then the contract will be sent to Town Counsel for review and return with comments.

Grants

Mr. Pouliot informed the commissioners that he will attend the Board of Selectmen meeting this evening regarding three Water Utilities Department funding grants, listed below, for approval by the BOS:

- Strategic Planning Grant (Water) - \$50,000
- WWTF Asset Management - \$30,000
- Water Asset Management - \$100,000

Project Updates & North Street Project Activities

Mr. Pouliot detailed progress with several tasks and activities. He reported that the final CMOM documents are complete, needed for submittal to the EPA and NHDES in November. Utility Cloud software has been selected, which will interact well with, and automatically update the ARC GIS program/ESRI map software. The nutrient upgrade program survey has been completed; core drilling will begin next week. Although the secondary clarifier center column bridges received last week were 8" too long, an adjustment was possible, and Director Pouliot explained he had requested compensation for accepting goods from a supplier that were not received compatible with the design. A five-year warranty extension was offered and is being considered, which he estimates to be valued between \$6K – \$10K, as well as compensation for additional modifications performed, in accordance with discussion with Underwood Engineers project management representatives, which will result in improved future wastewater operations overall for WUD staff. No recent activities relative to the sludge landfill correction project have been accomplished since the sampling stage was completed. The energy audit is complete. The Wastewater Asset Management Program kick-off meeting will be during May, and the Water Asset Management will start during late June. In the coming weeks, Underwood Engineers will submit an SRF funding application for the screening conveyor upgrade program, soon thereafter the design phase will begin.

The WUD Administration Building construction progress is continuing well, with approximately 90% of the office work completed. The Water Department crew is progressing well with North Street water service transfers.

Teamsters Contract

The Teamsters Contract had been emailed to the Board; no further discussion required.

Items Not On the Agenda

- Director Pouliot informed the Board that he will notify the Town of Wilton Sewer Commissioners of changes to Milford’s sewer billing.
- The Septage Receiving Facility has been inoperable due to the unavailability of a replacement screen, necessary for use by each septage hauler on-site. The screen is expected to be installed within a few weeks. Mr. Pouliot explained the necessity to recoup recent wastewater operational price increases, largely resulting from increased fuel and transportation costs invoiced by WUD vendors, as well as the need to increase the septage hauler rate, in keeping with the results of Milford’s recent sewer rate study. Mr. Pouliot suggested that fees billed to septage haulers when they are able to resume WUD septage dumping operations for Milford/Wilton septage origins “should be increased to \$130.00 even” per 1,000 gallons. **Upon motion by Chairman White, seconded by Vice-Chairman Courage, it was unanimously decided to increase the septage receiving fee from \$110.25 to \$130.00 per 1,000 gallons, by the 3/0 roll call vote as follows:**
 - Dale White:** announced “aye”
 - Robert Courage:** announced “aye”
 - Hunter Philbrick:** announced “aye”
- The heavy equipment ordered from Chappel Tractor is expected to be received end of May or early June.
- Director Pouliot will email the updated Utility Inspector/Utility System Operator job description for the Board’s review, and will be responsible for utility inspections until the position is filled.
- Current staff will begin cross-training for utility recordkeeping tasks, i.e., tie card record details.
- Four impressive candidates were interviewed for the Lab Assistant position; the successful candidate begins April 25th.

Non-Public Session – RSA 91-A:3,II(a) Personnel – The Board did not enter into non-public session.

Adjournment

Upon motion by Chairman White, seconded by Vice-Chairman Courage, the meeting was adjourned at 1:22p.m. by the 3/0 roll call vote as follows:

Dale White: announced “aye”
Robert Courage: announced “aye”
Hunter Philbrick: announced “aye”

Future Meetings

- Thursday, 4/21/2022 6:30 p.m. at the Wilton Town Hall Courtroom, 42 Main Street, Wilton
- Monday, 4/25/2022 11:00 a.m. at the WUD Meeting Room, 564 Nashua St., Milford

Dale White, Chairman

Date

Robert Courage, Vice-Chairman

Date

Hunter Philbrick, Commissioner

Date