

Milford Water/Wastewater Commissioners'
Meeting Minutes
May28, 2019

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

Call to Order & Introductions

Chairman Courage called the meeting to order at 12:00 p.m. Mr. Flip Henry, representing Chappell Tractor, introduced himself.

Water Utilities Excavation Equipment – Bid Opening

Director Stetson had included in the commissioners' information packet:

- The May 16, 2019 correspondence on Water Utilities Letterhead outlining the request for proposal details for furnishing a Rubber Tire Excavator. Minimum bid requirements included the following categories: Operating Weight, Safety & Security, Engine, Transmission/Drive, Cabin, Boom, Arm, Dipper and Undercarriage, and Other (delivery time, warranty period, service, parts, repair capabilities with distance and response time. Bid requests were sent to four companies. To be considered, sealed bids were to be received by 11:45 a.m., Tuesday, May 28th and opened/reviewed during the commissioners' 12:00 p.m. meeting on the same date. Bids were to include a bid sheet with price proposal, Items
- A blank chart listing the four companies that were sent bid request correspondence: Milton Cat, Anderson Equipment, Chappell Tractor and JCB, in order that Director Stetson may fill in the bid details received for comparison.
- A blank Bid Sheet document for business bidders, citing the bid submission requirements, bidder agreement, and the disclaimer that Board of Water and Sewer commissioners reserves the right to review the bids submitted and to select or reject any or all submissions if it is deemed by the Milford Water Utilities department to be in its best interest.

The two bids received were opened and minimum bid requirement content statuses were categorically read aloud by Director Stetson, including the bid received on time, the cover letter, equipment specifications, price proposal, returned bid sheet inclusion, warranty period service response, delivery time, power tilt status, and price. He will document both bidders' full bid details for appropriate comparison. The Milton Cat bid highlights: at a bid price of \$193,000.00, the excavator, with an operating weight of 36,235, Model M314F, was in stock, the requested power tilt rotator coupler would need to be ordered (affecting delivery) with a three year/1500 hours warranty of the full machine included in the price, to be serviced in Londonderry.

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The Chappell Tractor bid highlights: the Hyundai Model HV140 basic machine, weighing 32,800 lbs., is in stock, the Craig is in stock, the warranty period is three years and/or 3,000 hours, service response time would be two miles away for a 10 minute response. Three price options were submitted for the three buckets contained in the request for bid proposal.

Option 1 = \$181,825.00 with the power tilt device

Option 2 = \$176,729.00 with the Craig Hydraulic Wedge Coupler

Option 3 = \$172,252 with the HCE hydraulic pin grabber coupler, and the buckets

Mr. Henry explained in detail the reasons for the power tilt delay, originally a Swedish design of a rotation device, and the relocation of the American power tilt manufacturer, Helac, originally in Washington State, and ensuing changes in manufacturing relationships with dealerships, etc., resulting in a minimum of 22 weeks before the power tilt could be made. It is Mr. Henry's personal opinion that the factory salesman's quote of a 22 week manufacture/delivery date could slip further. He indicated that Chappell Tractor has 30 years' experience dealing with Craig Hydraulic Wedge Coupler machines, which does not wear and provides tight tip radiuses, and are severe service versus heavy duty bucket, and utilized a complete Craig package, with a tilt grade bucket. He explained advantages and disadvantages in great detail for the commissioners' consideration. Director Stetson will provide the commissioners with details of the rubber tire excavator bids received from Milton Cat

Decisions & Approvals

Meeting Minutes Upon motion by Vice-Chairman Putnam, seconded by Commissioner White, the meeting minutes of May 14, 2019 were unanimously approved as presented. Motion passed by the 3/0 vote.

Water Department Replacement Van Quotes

The commissioners were pleased with the 10 pages of vehicle research provided by Mr. Ryan Provins, Water Department Foreman, to Director Stetson, which resulted in the following vehicle proposal summary:

<u>VENDOR</u>	<u>DELIVERY TIME</u>	<u>PRICE</u>
FORD (MHQ)	6 WEEKS	\$30,019.00
CHEVY (McMulkin)	In stock/ 5 – 10 days to fit up	\$27,577.00
DODGE (Contemporary)	25 WEEKS	\$31,552.00

Director Stetson confirmed that the above pricing is for complete vehicles, no added components to be applied after delivery is taken beyond shelving and the rear protector, in addition to confirming that all bidders understood they were bidding against others, as opposed to having requested/obtained sealed bids. Although the vehicle specifications appear "very duplicated", going forward, at the commissions' request, sealed bids will be obtained for future Water Utilities vehicles. Later during the meeting it was mentioned that the vehicle bids received are well below the amount estimated/budgeted, at \$42,000.00, for a replacement van. The

commissioners will review the product specifications and prices further and make a decision at their next meeting.

Discussion/Information Items

Curtis Well Underground Tank Monitor Device Replacement

During this year's inspection of the 20 year old underground storage tank that stores liquid caustic indicated that the overfill protection device failed to operate. The DES issued an administrative order for the overfill protection device to be repaired. Due to the age of the device repair parts are unavailable. Due to the highly corrosive nature of the unit, stainless steel parts are required to replace the entire assembly equipment parts, which are readily available, at the quoted price of \$9,860.00 received from MB Maintenance. This repair/replacement was not a 2019 budgeted item.

Upon motion by Chairman Courage, seconded by Vice-Chairman Putnam, it was unanimously agreed to purchase the replacement stainless steel overfill protection device from MB Maintenance for the Curtis Well Underground Tank at the quoted price of \$9,860.00 utilizing Water Capital Reserve funds. Motion passed by the 3/0 vote.

Note: The board took a brief break of a few moments from the meeting topics. During this time, it was noted that the Odd/Even Day Lawn Watering program, in effect as of May 1st through October 1st annually has been well advertised via the water/sewer billing invoices, the Town website, and in the Town Hall lobby. Milford has experienced a good amount of rainfall; however, the water supply could quickly become "dry".

Director Stetson noted that a Curtis Well #1 pump or motor problem issue is being investigated today by Maher Services, experienced last week at the Curtis Well #1, which went dry. Maher services will inspect the screen, and pull, inspect, and troubleshoot the assembly at their Massachusetts location. A lack of recovery was indicated via SCADA equipment, which could be due to an underground aquifer shift, Mother Nature, or equipment failure affecting Curtis Well #2. A video inspection will help determine the cause. Wells 2 and 2A are running now. Well 2A was installed approximately 5 years ago following an aquifer shift.

Nashua Street Sewer Separation Project (SUR West)

Director Stetson reported that the excavation was completed Thursday of last week. Sections of asphalt will be replaced; the in-house crew will build the brick lining, the invert, and set the manhole to street level. Manhole pipe and leakage tests will be performed, house services will be trimmed and capped, and lawns at four properties will be restored. The Milford crew will monitor SUR's performing the leakage tests.

Water Main Improvements Project (Stantec Consulting/SUR Construction)

SUR will continue, right into the water main improvement project area. Temporary water services will be connected to Nashua/Linden Street homes today. Conversations are being held with the Milford Police to schedule "all night" work, which could be as early as June 3rd. The DPW drainage crew work and route will be coordinated—the routes of two crews, the Water Department with assistance from the Collection System staff, will be scheduled at night to accomplish project goals with a lesser impact upon Milford traffic. Stantec will be scheduled on-site to monitor/inspect the night crew's work—the trenches should be smooth and dust controlled

properly. Gate valves will be prepped. Following today's meeting, Chairman Courage will review the project plans.

Pennichuck Water Works—Estimated Water Rate Increase

On May 15th notice was received from Pennichuck Water, Milford's back-up water supplier that they are entering the process for seeking an increase in their water rates, and that a Notice of Intent has been filed with the Public Utilities Commission for a rate increase. A pre-hearing conference will be scheduled for August 2019, and a spring/summer 2020 permanent rate hearing is expected. Pennichuck Water is owned by the City of Nashua and states that they are not seeking to charge for a profit for their water utility service as a public entity. Pennichuck requested this information be shared with our water users—and appears on the Town of Milford main webpage. A 10.8% increase is being sought (page two of the Pennichuck notice). Chairman Courage recommended Director Stetson to contact Weston & Sampson regarding Milford's 10 year Capital Improvement Plan and water rate formula to give recommendations regarding the charge within the Pennichuck contract that allows Milford to charge for wheeling the water from the point of entry to their customers on Milford's water distribution system. Currently Milford charges are based upon metered usage, for water that is purchased from Milford. Milford can also charge for the wheeling of the water through Milford's water system to the water meter. Chairman Courage believes that Weston & Sampson had created a formula for this, which should be implemented, as appears in the Milford/Pennichuck contract language, although Milford has not previously implemented the formula. Director Stetson said he would investigate this formula.

EPA/NHDES Permit Renewal (Underwood Engineers)

The commissioners reviewed Director Stetson's May 28th memo which indicated a May 17th teleconference was held with the EPA, Underwood Engineers and Milford Water Utilities. The 4/23/19 EPA and NH DES visit was reviewed. The EPA stated that a river study may not be to Milford's advantage. They feel that any river information obtained from a study would not change future permit discharge requirements. Testing would have to be done during low flow period, August/September. Underwood Engineers asked if the EPA would be agreeable to extending our Draft Permit issue into October to allow time to conduct the study. EPA expressed that they are being strongly encouraged to issue permit drafts without delays. Milford could request, but it is not likely that it would be approved. Milford's last renewal was 2005. It was mentioned that it has been a long time since Milford's permit was renewed. Testing will have to be done ASAP, prior to the draft permit issue. The draft is expected within the next two weeks. Chairman Courage indicated that the Souhegan River is not "pristine" and he does not recommend the river be studied. Study results are not guaranteed to be favorable. The commissioners feel that at least part of the wastewater plant upgrade costs should be shared by the entire town, not just current customers. The Wilton Sewer Commissioners have been notified that the EPA's permit renewal is in progress.

Director Stetson also expects that Collection System GIS mapping/documentation of pipe sizes and lengths, as well as approved Asset Management Program details and CMOM (operations & maintenance) documentation would be important data desired by the EPA/NH DES. Some information is already prepared, but not requested of Milford in the past.

Scarborough Lane Booster Pump (Stantec Consulting)

Stantec Consulting has provided a preliminary design and is preparing a final timber and a block design. The actual cost difference/savings between the two construction styles are not currently known. Milford may wish to pay for the difference in costs to upgrade to the approximately 17 x 20 block style construction. Constant exposure of wood to a water environment would be detrimental. The commissioners agreed that a block design will enable longevity. It may be beneficial to Alene Candles to obtain a masonry price quote, after a cost is obtained from Stantec.

Eversource Easement - Ms. Patti Quinn, Esquire, Cornerstone Energy, will be contacted for the latest update.

5/28/19 Correspondence, Suzanne Fournier

In her May 28, 2019 email to Director Stetson requesting a discussion topic during today's commissioners meeting, Ms. Fournier suggested the topic of recusal of board members for conflicts of interest, citing that Commissioner White did not recuse himself from discussion of the Nashua Street Sewer Separation Project, although his company, Leighton A. White, Inc., had been invited to bid. She stated that Commissioner White should not have been involved in any of the discussions related to the project on which he would possibly be a bidder, nor discussions about any of the bids for the Nashua Street Sewer Separation Project, out of concern for Leighton A. White's competitors' feelings, knowing that his or her competition is a decision-making board member.

Director Stetson indicated due to the large project scope and cost, to have the expertise of the people serving on the Water and Sewer Board of Commissioners to provide solid feedback as to fairness/reasonability of the project details, and given that there was only one bid, Mr. Stetson felt more comfortable accepting that bid with Mr. White's participation and expertise. Chairman Courage pointed out that four contracting firms had been invited to bid, yet only one response had been received. Commissioner White stated that since he hadn't bid on the project, there was no need for him to recuse himself, and that the timing of his decision not to bid is irrelevant. Mr. White welcomes additional, non-accusatory conversation on this matter. Mr. Stetson mentioned that Mr. White had recused himself from prior meeting involvements. Mr. White reiterated he didn't bid on the project; therefore he didn't need to recuse himself. Vice-Chairman Putnam agreed.

Activities Report

In response to Commissioner White's inquiry whether the Curtis Well #1 operational issues had not been mentioned in the activities report due to occurring after the report had been prepared, Mr. Stetson agreed that was true. He will email Well #1 status updates to the commissioners. He notified the NHDES that Emery and Garrett/GZA has visited the Water Utilities Department landfill site, and the outlined work will be sent to the DES. Mr. Stetson will review, summarize and compare pricing against the budget today relative to the excavation equipment bids, the van quotes, and the amount budgeted for the backhoe in order to advise the commission.

Items Not On the Agenda

Water Department Billing and Shut-Off Cycle: Director Stetson provided an outline to the commissioners outlining the billing cycle steps followed by the Water Utilities Department when notifying unpaid customers of a water shut-off situation:

1. Bill mailed to customer
2. Bill is due on receipt, 30 days to pay
3. After 30 days unpaid, bill has another 30 days to pay
4. After 60 days the unpaid bill notice to shut off water is sent
5. After 1-2 weeks of notice, water is shut off.

Director Stetson explained it can be two and a half months before an unpaid bill causes water service disconnection. Commissioner White clarified that beyond mailing, additional attempts to notify customers include telephone calls. Mr. Stetson agreed, and mentioned notices are distributed to customers' doors. Mentioning that the previous billing cycle consisting of 80 unpaid water bills had been reduced to five shut-offs, Mr. Stetson said there are many efforts to avoid shutting off customers' water. Chairman Courage inquired whether changes to the Water Department billing and shut-off cycle were required. Vice-Chairman Putnam commented that the process is fair. Commissioner White agreed all should be done to avoid customer shut-offs. Chairman Courage indicated the current billing cycle used by the Water Department staff will continue. **Work session:** Upon Chairman Courage's suggestion that a work session be scheduled to review and discuss the Water Utilities excavation equipment bids received, the commissioners agreed to meet on Thursday, May 30th, 1:00 p.m. at the Water Utilities Department, 564 Nashua Street. The work session agenda will be posted. While discussing the Activities Report topic this evening, Commissioner White had indicated concern with a 22 week extension/delay for an excavator power tilt delivery.

Future Appointments/Meetings

Tuesday, June 11, 2019 at 6:00 p.m. at the Water Utilities Department, 564 Nashua Street

Adjournment

Upon Motion by Commissioner White, seconded by Chairman Courage, the Board unanimously adjourned the meeting at 1:15 p.m. by vote of 3/0.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date

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