

Milford Water/Wastewater Commissioners' Meeting Minutes
January 5, 2021

Present: Michael Putnam, Chairman
Robert Courage, Vice-Chairman
Dale White, Commissioner
Evelyn Gendron, Recording Secretary
Ryan Provins joined the meeting in progress at 6:25 p.m.
Via Zoom: Kevin Stetson, Director, Water Utilities Department

Call to Order

At 6:08 p.m. Chairman Putnam called the meeting to order with introductions, explaining that the Board is present in addition to being held in the Zoom meeting format.

Press and Public Comments – none

Decisions and Approvals

Meeting Minutes

Upon motion by Chairman Putnam, seconded by Vice-Chairman Courage, the meeting minutes of December 22, 2020 were unanimously approved as amended by the 2/0/1 vote, from the 3/0 vote, relative to a vote abstention by Mr. White regarding the mailing of the 2019 Adjusted Cost of Operations invoice to the Wilton Sewer Commission. Motion passed.

2021 Warrant Articles, Majority/Minority

Commissioner White inquired whether water and wastewater operating budget numbers could be changed prior to the Deliberative Session. Vice-Chairman Courage said numbers could be changed at the Deliberative Session and that he recommends no change to the printed deliberative session budget numbers now, as the option of the capital reserve accounts may be considered later. Director Stetson pointed out the final budget deadline date was December 18th, the Budget/Bond hearing will be January 11th, and that February 6th will be the deliberative session. The commissioners signed the Water and Sewer Commission Vote for 2021 Warrant Article Majority/Minority Report for Warrant Article #4 the Sewer WWTF Secondary Clarifiers replacement mechanisms (Quote expected by Deliberative Session, the invitation for bids should be posted by Underwood Engineers next week; the NHDES is reviewing the plan), the Warrant Article #9 the Water Department Operating Budget, and for the Warrant Article #8 the Wastewater Department Operating Budget. Director Stetson will email the commissioners the bid opening details. Vice-Chairman Courage requested Mr. Stetson reaffirm with Mr. Paul Calabria, Finance Director, the 1% bond interest borrowing rate as SRF funding is not being sought for the secondary clarifier replacement mechanism project.

Discussion/Information Items & Project Updates

Water Use Update

Director Stetson's January 5, 2021 correspondence distributed to the Board indicated the following:

Drought Status

- Abnormally dry conditions remain in this area.

Curtis Well/Pennichuck Water Use

Water Use:	was higher in the last two weeks due to the water main break leakage
Well Static Levels:	have been trending lower in the last two weeks
Monitoring Well Levels:	are trending towards lower ground water levels in the last two weeks

At 6:25 p.m., Mr. Ryan Provins joined the meeting in person. Mr. Courage commented after reviewing the December 2020 water flow totals provided by Mr. Stetson that the water usage was normal prior to the last two water main breaks. Mr. Stetson indicated the Pennichuck water use had been reduced, to protect the water department budget. Mr. Putnam inquired whether the Pennichuck Water budget had been over-expended. Mr. Courage indicated it was over-expended by approximately \$50,000, and that he is not adverse to lessen the impact upon the Town's well by an increase in utilizing Pennichuck water resources. Mr. Stetson said the 2021 water budget had been increased based upon 2020 water purchases. Mr. Courage pointed out that water main improvements to sections of the Milford distribution system would be required should Milford wish to increase the purchase of water to 4 million gallons a day from Pennichuck.

Permitting Reporting Requirements – The commissioners reviewed the NPDES 2020-2025 permit compliance plan prepared by Mr. Stetson, consisting of 17 project activities, their plan duration, and the percent completed. The accompanying memo provided by Mr. Stetson explained the status of the aluminum report, which will be submitted on/before January 15th with the Discharge Monitoring Report, as well as the industrial pretreatment program local limits report, which has been completed. Chairman Courage indicated this level of information provided by Director Stetson is very good.

Commissioner White inquired of the status of the CMOM report. Mr. Stetson gave this to Collection System Foreman Whitfield for review, and that Hoyle, Tanner & Associates is ahead of schedule on this report.

Activities Reports – The commissioners reviewed the wastewater operations, water department and collection system details provided. Mr. Courage inquired of the service line work accomplished at Amigo's Restaurant. The restaurant's shared water line into the building and low water pressure issue was addressed by Mr. Provins, being present this evening.

ITEMS NOT ON THE AGENDA

Water Users Fee/Tax Collector's Warrant – December 2020 – After Chairman Putnam read the Tax Collector's Water Users Fee Warrant to collect the taxes in the matter of water users fees for the December 2020 Bill Commitment 201231 in the amount of \$68,298.72 and for the December 2020 Final Bills issued in the amount of \$1,501.75, the commissioners approved this warrant as presented.

Sewer Users Fee/Tax Collector's Warrant – December 2020 – After Chairman Putnam read the Tax Collector's Sewer Users Fee Warrant to collect the taxes in the matter of sewer users fees for the December 2020 Bill Commitment 201231 in the amount of \$66,733.16 for the December 2020 Final Bills issued in the amount of \$1,696.35, the commissioners approved this warrant as presented.

Financial Reports – Vice-Chairman Courage explained that the Water Department's estimated revenue was exceeded by approximately \$60,000. Considering the Water Department expenditures, Director Stetson met all expense categories with surplus funding. There was one item paid from the Water Department budget that had not been budgeted last year by the Finance Department because they paid \$82,199.00 on the 2019 water main project. Mr. Courage said he does not think the Finance Department should have done that, because that money was not budgeted and the project was not closed out until late November or December of this year, although first payments on a bond are normally paid until the following year, after a project is closed, which had always been the practice since Mr. Courage has been involved (with the water/sewer commission). Mr. Courage reiterated that although \$82,199.00 had been paid from the budget, Mr. Stetson was still able to cover that expense, and that Director Stetson had done an excellent job with the budget. Mr. Courage feels that if this is going to be the Finance Department's practice, then the Water Utilities Department should be so notified for inclusion into the 2021 operating budget for the clarifier project. He believes if we construct it in 2021, the first payment should be in 2022. We are not seeking SRF funding from the state for this, it will be through local financing, through the Finance Department. Earlier, Finance Director Calabria said we could borrow money for 1%. Should he be anticipating a clarifier project payment in 2021, he should notify us of that so we can have that in our Water Utilities budget. Commissioner White believes the Water Utilities budget should have \$80,000 for next year already in the budget. Mr. White inquired whether the \$80,000 covered because of the surplus, is in the 2021 budget already. Mr. Stetson said yes, it should be in there since he set up the 2021 budget based upon 2020 expenditures. Mr. Courage confirmed that \$79,200 appears in the Debt Service line, the amount being a little less due to the second year of interest accountable. The commissioners agreed that they are a year ahead.

Director Stetson stated that he must share credit with the Water Utilities supervisors for being very careful with their Water Utilities budget section expenditures, as they deserve credit for putting a lot of effort into their respective budget portions.

Mr. Courage indicated that the revenue projections were also met within the sewer budget. The sewer user fees were \$1,750,000, and that \$38,000 beyond the estimated revenue had been collected. The budget year was ended with a surplus budget of \$21,860, which will likely go to the Fund Balance. Mr. Courage commented that the Fund Balance is an unknown balance. He recalled a conversation with the Town Counsel years ago indicating that the Water Utilities enterprise funds should be maintained separately from the Town's general funds. Mr. Stetson pointed out that 2020 invoices are still being processed against this budget.

NON-PUBLIC SESSION – RSA 91-A:3,II(a) Personnel

At 6:56 p.m., it was unanimously decided by the 3/0 “aye” roll call votes to conclude the public portion of the meeting in order to enter into non-public session for the purpose of discussing personnel, per RSA 91-A:3,II(a).

Future Meetings

- Tuesday, 1/19/2021 6:00 p.m. is the next scheduled BOC meeting, to be held via Zoom

Adjournment

- The meeting adjourned at 7:28 p.m.

Michael Putnam, Chairman

Date

Robert Courage, Vice-Chairman

Date

Dale White, Commissioner

Date