

Milford Water/Wastewater Commissioners' Meeting Minutes

October 10, 2022

Present at this meeting: Dale White, Chairman
Robert Courage, Vice-Chairman
James Pouliot, Director, Water Utilities Dept.
Evelyn Gendron, Recording Secretary
Not present: Hunter Philbrick, Commissioner

Call to Order & Introductions

Chairman White called the public portion of this meeting to order at 11:01 a.m. with introductions.

1st Public Hearing: Capital Reserve Collection Systems Ordinance

Chairman White read a portion of RSA 35:7 as follows: "Any water works or sewer department of any city or town...may, by a unanimous vote of the body charged with the administration thereof, whether the local governing body, water board, or board of water or sewer commissioners, establish a capital reserve fund for said department for the purposes as provided for in RSA 35:1. Such reserves shall be established only from surplus from...sewer rentals and no part thereof shall be made from appropriations by said city or town." He explained that the Water Utilities Department currently manages water and sewer capital reserve accounts, and that a sewer collection systems capital reserve account is being initiated to better budget and better allocate departmental funds. Director Pouliot added that, specifically, the reason for initiating this capital reserve account is because the Town of Wilton (Sewer Department) is responsible for 14.89% of expenses specifically relative to Milford Wastewater Treatment Facility equipment/capital improvement expenses, and is not responsible for Milford's sewer collection systems expenses. Further, having a capital reserve account specifically for collections systems will better identify Milford and Wilton expenses, such as responsibility for future replacement of a collection systems sewer jetting truck, replacing a sewer main, or repair a collection system pump station. Mr. Pouliot agreed with Vice-Chairman Courage that Wilton is also responsible for 5% of Milford sewer interceptor expenses. **Upon motion by Mr. Courage, seconded by Chairman White, the Board unanimously voted in favor of opening the 1st Public Hearing: Capital Reserve Collection Systems Ordinance. Motion passed by the 2/0 vote as follows:**

Robert Courage: announced "aye"

Dale White: announced "aye"

Chairman White formally inquired for the record whether the public had presented any questions of the Board. Mr. White, Mr. Courage and Mr. Pouliot confirmed that they had received no inquiries from the public prior to today's meeting. Seeing no public in attendance today, Chairman White motioned to close the 1st Public Hearing: Capital Reserve Collection Systems Ordinance, seconded by Vice-Chairman Courage. Motion passed by the 2/0 vote as follows:

Robert Courage: announced "aye"

Dale White: announced "aye"

Press and Public Comments – none

Decisions and Approvals

BOC Meeting Minutes – 9/26/2022

Upon motion by Vice-Chairman Courage, seconded by Chairman White, the meeting minutes of 9/26/2022 was unanimously approved as presented by the 2/0 roll call vote as follows:

Robert Courage: announced “aye”

Dale White: announced “aye”

Water Users Fee/Tax Collector’s Warrant – September 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 September 2022 Bill Commitment 220930 in the amount of \$85,089.71 and for the September 2022 Final Bills issued in the amount of \$2,419.28 the commissioners signed this warrant as presented.

Sewer Users Fee/Tax Collector’s Warrant – September 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 September 2022 Bill Commitment 220930 in the amount of \$94,347.37 and for the September 2022 Final Bills issued in the amount of \$744.92 the commissioners signed this warrant as presented.

Sewer Abatement Request – 12 Sunset Circle (Barr)

Upon motion by Vice-Chairman Courage, seconded by Chairman White, it was unanimously decided by the 2/0 “aye” votes to abate the sewer charges in the amount of \$161.47 regarding the 2022 Bill #269338, as recommended by Director Pouliot due to a defective garden hose. The amount of usage being abated was calculated as amounting to 2,630 cubic feet. Motion passed unanimously as presented by the 2/0 vote.

Discussion/Informational Items

Recap: Saturday, 20/1/22 Equipment Upgrades Tour

Between 9am and noon, more than 30 attendees were on-site to receive a tour and information presented by Hoyle, Tanner & Associates, Milford Water Utilities staff and Director Pouliot, with Chairman White and Vice-Chairman Courage in attendance. Good questions were asked, maps were studied and no complaints have been received. Milford’s Budget Advisory Committee members will receive a 5:30 p.m. tour on October 18th. The tour will be video-taped.

Pumpkin Festival Booth

Mr. Pouliot reported that he had shared details regarding the major wastewater upgrade with approximately 70 people during the weekend event, with those he spoke with understanding the EPA/NHDES mandates.

Appropriations/Revenue/Fund Balance Reports

Mr. White noted that the wastewater account is in the positive, and that capital reserve funds will be transferred to boost the current balances. The water revenue exceeded expectations by approximately 3%, while the sewer revenue exceeded expectations by approximately 8%. The Board will soon receive the Riverview/Linden final water main project costs.

Influent Screenings Conveyor Upgrade Kick-off Meeting

Mr. Pouliot commented that Underwood Engineers is currently in the project design phase, that project bids will happen in a few months, and that State loan application documents are being prepared. The projected goals and timeline will be discussed during the kick-off meeting, scheduled for October 19th.

Items Not On the Agenda

Pennichuck Water Booster

Mr. Pouliot advised that Underwood Engineers is working on the booster design.

Joint BOS/BOC Meeting/Major WWTF Upgrade/Warrant Article

Chairman White reported that additional information from the Finance Department and Hoyle, Tanner & Associates will be forthcoming.

Adjournment

Upon motion by Vice-Chairman Courage, seconded by Chairman White, the meeting was unanimously adjourned at 11:35 a.m. by the 2/0 vote as follows:

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

Future Meeting

- Monday, 10/24/2022 11:00 a.m. at the WUD Meeting Room, 564 Nashua St.

Dale White, Chairman

Date

Robert Courage, Vice-Chairman

Date