

**Milford Water/Wastewater Commissioners' Meeting Minutes**  
**December 18, 2023**

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Meeting ID: 816 3335 8881  
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**Call to Order & Introductions**

At 2:06 p.m. Chairman White called the meeting to order, with introductions

Present: **Dale White**, Chairman, **Robert Courage**, Vice-Chairman, **Hunter Philbrick**, Commissioner **James Pouliot**, Director, **Laura Scott**, Recording Secretary

**Press and Public Comments** None

**Decisions & Approvals**

BOC Meeting Minutes – 12/4/23

**Upon motion by Courage, Vice-Chairman, to accept the minutes from 12/04/23 as presented, seconded by Hunter Philbrick, the meeting minutes of 12/04/2023 were unanimously approved as presented by the 3/0 roll call vote:**

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

**Discussion/Information Items**

1) Deposit Procedure Amendment John J. Ratigan gave Director Pouliot a motion to present to the BOC for review and adopt addressing the change in the current bank deposit procedure. Motion made by Commissioner Philbrick *“I move that the Commission cancel the existing water and sewer payment receipt deposit procedure whereby all such payment receipts that are received by the Water and Sewer Department are then transferred to the Town Tax Collector for the purpose of having the Tax Collector deposit such payment receipts in the Town’s Water and Sewer related bank accounts, and instead the Commission authorizes the Water and Sewer Director to utilize Water and Sewer staff members to manage the deposit of such Water and Sewer payment receipts that have been received by the Water and Sewer Department into the Town of Milford’s Water and Sewer related bank accounts. In addition, if the Director needs some deposit assistance from the Tax Collector in addition to the payment deposit procedure by Water and Sewer Department members, the Director may utilize the deposit assistance of the Tax Collector as necessary.”* Seconded by Vice- Chairman Courage, the Deposit Procedure Amendment was unanimously approved as presented by the 3/0 roll call vote:

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

2) Water Regs Interest- Director Jim Pouliot Suggested that we change the Water Regulations Interest from daily interest to monthly (30) days. The BOC agreed motion made by Vice-Chairman Courage *“Water bills are mailed to the customer at their last known address. All charges are due upon receipt and are considered past due thirty (30) days after date of bill. Amounts not paid within thirty (30) day shall be subject to interest at the rate of 8% per annum based upon the number of dates that the last bill has not been duly paid. Accounts not paid after sixty (60) days will receive a “Shut Off Notice”. Accounts not paid by the “Due Date” of the “Shut Off Notice” will be assessed a late fee. Water service may be disconnected at any time from the shutoff date and remain off until such time that full payment is made. All late payments must be made at the Water Utilities Office”.* Seconded by Commissioner Philbrick, the revised Water Regulations Interest was unanimously approved as presented by the 3/0 roll call vote:

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

3) SOP Approvals for New Setup - Director Jim Pouliot composed a Standard Operating Procedure (SOP) to present to the BOC to review and sign. Motion made by Vice-Chairman Courage to approve and sign the Standard Operating Procedure, Seconded by Commissioner Philbrick, the Standard Operating Procedures was unanimously approved as presented by the 3/0 roll call vote:

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

4) Waste Water Crew Update – Only 4 curb stop work orders left, but work orders are on hold as of right now, due to being short staff, from illness. They are also getting ready for winter.

5) Water Crew Update – Have pump up and running and are getting information on projects for next year which include reorganizing the garages, new locker room construction, painting Curtis Well. Vice-Chairman Courage also suggested that he would like to see adjusted man holes in the spring.

6) Pipe Crew Update – See Above.

7) Proposed Interfund Charge – Finance has given a fair interfund proposal to the WUD. There is still more discussion needed to estimate certain services.

8) Fire Protection Charge – Underwood Engineers (UE) were asked by The Town of Milford to perform an analysis and suggest an approximate Fire Protection Charge that could be assessed to the Town General Fund. UE came up with a number using American Water Works Association guidance. The estimated amount was substantially higher than the current rate charged by the WUD charges.

**Adjournment**

At 2:50 p.m., upon motion by Chairman Dale White, seconded by Commissioner Hunter Philbrick then Vice-Chairman Courage. The meeting was unanimously adjourned by the 3/0 vote.

**Future Meeting** – 11:00 a.m. Tuesday January 2, 2024: Board of Commissioners’ meeting, at the Water Utilities Department, 564 Nashua Street

\_\_\_\_\_  
Dale White, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Courage, Vice-Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hunter Philbrick, Commissioner

\_\_\_\_\_  
Date