

**Milford Water/Wastewater Commissioners'**  
**Meeting Minutes**  
**October 1, 2019**

Present: Robert Courage, Chairman  
Dale White, Commissioner  
Kevin Stetson, Director, Water Utilities Department  
Evelyn Gendron, Executive Assistant, Recording  
Absent: Michael Putnam, Vice-Chairman

**Call to Order**

Chairman Courage called the meeting to order at 6:10 p.m.

**Decisions & Approvals**

Public Hearing Meeting Minutes – Upon motion by Commissioner White, seconded by Chairman Courage, the September 16 Public Hearing meeting minutes were unanimously approved as presented by the 2/0 vote.

Meeting Minutes – Upon motion by Chairman Courage, seconded by Commissioner White, the meeting minutes of September 17, 2019 were unanimously approved as presented by the 2/0 vote.

Water Users Fee/Tax Collector's Warrant – September 2019 – The commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of water users fees for the September 2019 Bill Commitment 190930 in the amount of \$67,177.09 and for the September 2019 Final Bills issued in the amount of \$2,549.66.

Sewer Users Fee/Tax Collector's Warrant – September 2019 – The commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of sewer users fees for the September 2019 Bill Commitment 190930 in the amount of \$72,715.89 and for the September 2019 Final Bills issued in the amount of \$5,446.77.

2016 Final Bill Balance Elimination Request – 8 Hayden Lane (Grugnale) – Upon motion by Chairman Courage, seconded by Commissioner White, the 2016 bill #179373 for a \$50.00 water shut-off fee for an abandoned property was unanimously approved by the 2/0 vote taken, as was requested by Kathy Doherty, Tax Collector, to clear 2016 unpaid balances and as recommended by Ryan Provins, Water Department Foreman, and Kevin Stetson, Water Utilities Department Director. Motion passed by the 2/0 vote.

Sewer Abatement Request – 344 Elm Street, Unit 39 (Chaput) – Upon motion by Commissioner White, seconded by Chairman Courage, the Chaput's sewer abatement request relative to the outside water hose left on during a vacation absence was unanimously approved by the 2/0 vote taken, in the amount of \$129.91 for the 2019 Bill #225259, abating 2,362 cubic feet of sewer usage since the water did not enter the sanitary sewer system, per the signed recommendation of Director Stetson and Water Foreman Provins. Motion passed by the 2/0 vote.

Town of Wilton 2018 Adjusted Cost of Operations – Refund – In 2018, The Town of Wilton paid \$201,737.00 for their share of Milford wastewater operation expenses. The total operating expenses and capital costs amounted to \$193,590.00. Upon motion by Chairman Courage, seconded by Commissioner White, it was approved to refund \$8,147.00 to the Wilton Sewer Department, as calculated as owed to Wilton and presented by the Milford Finance Department to Director Stetson on September 13, 2019. Motion passed by the 2/0 vote.

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2019 Water Main Improvement Project – Application for Payment #4 – Upon motion by Commissioner White, seconded by, Chairman Courage, it agreed by the 2/0 vote taken to approve the Payment Application #4 dated September 4, 2019 received from S.U.R. Construction West in the amount of \$235,775.71 for the Water Main Improvement Project accomplishments for the period ending August 30, 2019, as reviewed by the engineering firm Stantec Consulting and Water Utilities Director Stetson. Motion passed by the 2/0 vote. Future water main project paving will be billed directly to the Town of Milford.

### **Discussion/Information Items**

CMOM – Draft Review – The commissioners reviewed Director Stetson’s outline and comprehensive seven page first draft of a Request for Proposal intended for distribution to six engineering firms for the purpose of inviting sealed bids by December 1<sup>st</sup> to assist with 9 identified tasks associated with Milford’s Collection System Capacity Management Operation and Maintenance (CMOM) Program, for which the Town of Wilton will be a co-permittee on Milford’s anticipated National Pollution Discharge Elimination System (NPDES) updated permit and will be expected to comply with Milford’s CMOM plan requirements. Engineering firms will be welcomed to schedule a briefing session following their review of proposal/program specifications prior to submitting their proposal by December 1<sup>st</sup>, which would allow time for the commissioners to choose whether to fund the CMOM costs within the operating budget or as a capital expenditure. Director Stetson explained he is reviewing the EPA’s 62 page documented requirements for the CMOM program, some of which are currently being performed. The commissioners inquired whether, and Mr. Stetson confirmed that, a consultant would perform flow monitoring, (relative to tasks #4 and #7). Mr. Stetson will contact the Town of Wilton to explain what is anticipated of the future CMOM requirements and discuss potential cost sharing. He will further refine the draft RFP letters to be sent to the engineering firms.

Activities Report & Financial Reports The commissioners reviewed list of accomplished and planned Water Utilities Department activities reported. Chairman Courage inquired of the loader repair costs. Recent electronic component failures of Curtis Well Pump 1 were noted. Financial reports distributed for review included Water Utilities Department Water/Sewer Revenue details through September 2019, as well as the Appropriation/Revenue Reports dated September 9/4/2019 and 10/1/2019 provided by the Milford Finance Department.

### **Non-Public Session, RSA91-A:3,II(a)**

At 6:45 p.m., upon motion by Chairman Courage, seconded by Commissioner White, it was unanimously agreed by the 2/0 “aye” votes to enter into non-public session.

### **Future Appointments/Meetings**

- Tuesday, 10/15/19 at 12:30 p.m.: BOC Meeting, Water Utilities Department, 564 Nashua Street

### **Adjournment**

The Board unanimously adjourned the meeting at 7:03 p.m.

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Robert Courage, Chairman

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Date

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Dale White, Commissioner

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Date

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