

Milford Water/Wastewater Commissioners'
Meeting Minutes
October 29, 2019

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

Call to Order

Chairman Courage called the meeting to order at 6:04 p.m.

Decisions & Approvals

Meeting Minutes – Upon motion by Vice-Chairman Putnam, seconded by Chairman Courage, the meeting minutes of October 15, 2019 were approved as presented by the 2/0/1 vote. Commissioner White abstained due to his October 15th departure prior to adjournment.

Sewer Capital Reserve Transfer Request – Blower Room Motor Control Center Equipment

The commissioners reviewed the request to disburse \$44,340.00 from Sewer Capital Reserve Funds to replace funds to Account 77302-543100 for replacement of Blower Room Motor Control Center equipment. Director Stetson provided additional information in response to Vice-Chairman Putnam's inquiry of the contractor's work. Chairman Courage recalled that this budgeted expense had been included in the Dewatering Program centrifuge equipment bond. No further action required at this time on this sewer capital transfer request. Director Stetson will pursue a bond transfer to return funds to the sewer operating budget for the MCC panel equipment installation completed by the contractor.

Water Capital Reserve Transfer Request – 2019 Phase III Water Exploration

The commissioners reviewed the request to disburse \$25,000.00 from the Water Capital Reserve Funds. Upon motion by Chairman Courage, seconded by Vice-Chairman Putnam, it was unanimously approved to disburse \$25,000.00 from the Water Capital Reserve Funds to replace funds to Account 66102-559000 for 2019 Phase III water exploration activities. As had been presented with the 2019 Water Department Budget, half of the \$50,000.00 estimated cost to be from the operator budget and half from the water capital reserve funds. Motion passed by the 3/0 vote.

Water Capital Reserve Transfer Request – 2019 Spaulding Estates Development Water Main Improvements

Vice-Chairman Putnam made the motion to disburse \$21,159.74 from Water Capital Reserve Funds to replace funds to Account 66402-531000 for the water main improvements at the Spaulding Estates development at Knight Street, for the cost of water main parts and labor provided by the Water Department staff, seconded by Commissioner White. Upon further review of the contractor's invoice for the water main excavation services provided, Commissioner White's motion to reconsider and rescind the previous motion, seconded by Chairman Courage, was unanimously approved by the 3/0 vote. Director Stetson will present correspondence sent to the developer itemizing the water main improvement aspects that the Water Utilities Department would contribute to the Spaulding Estates Development. This Water Capital Reserve Transfer Request topic is tabled for additional details to be provided for approval at a future meeting.

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Water Capital Reserve Transfer Request – 2019 West & King Street Water Main Improvements

The commissioners reviewed the request to disburse \$13,976.60 from Water Capital Reserve Funds to replace funds to Account 66402-563625 for 2018 water main improvement paving West and King Street areas. The commissioners agreed that pavement costs associated with the King and George Street water main improvements should be paid by the Water Utilities Department, however, an arrangement to cost share with the Department of Public Works is worthy of additional information to be provided for review by the commissioners of the West Street project paving cost breakdown details. It was recalled that a paving patch on King Street near Osgood Road had been accomplished by DPW for the Water Department, and that the DPW had performed base paving and reconstruction on King Street. Director Stetson said this Water Utilities/DPW arrangement had preceded his time in Milford, believes a 2018 King Street payment remained due, and he had taken this invoice at face value. This Water Capital Reserve Transfer Request topic is tabled for additional details for the commissioners' review:

- what work and where details (asphalt does not appear on the invoice, only West St. milling)
- explanation of the "6,353 measurement/quantity" at a "\$2.20 rate" appearing on the contractor's August 7, 2019 invoice
- explanation of DPW's handwritten note attached to the contractor's invoice

Director Stetson will revise the list of Capital Reserve Transfers dated October 29, 2019 for the Water and Sewer funds. Commissioner White pointed out the need to be careful between now and the end of the year, based upon the \$312,762.00 Water Fund line item, and the \$152,147.84 Sewer Fund line item. Mr. Stetson agreed, adding that the plan for the 2020 draft budget is to be light on capital reserve repayment, with very little to come out of capital reserves.

Discussion Items Not on the Agenda Building on Mr. Stetson's mention that the plan for the 2020 Water Utilities draft budget is to be light on capital reserve repayment, Mr. Courage indicated he wanted to share his own thoughts for discussion. He suggested that the \$20,000.00 transferred monthly from the Water Department Operating Budget to the Water Capital Reserve Fund, and the \$20,000.00 transferred monthly from the Sewer Department Operating Budget to the Sewer Capital Reserve Fund not occur during November and December 2019 in order to roll the funds into the budget, adding that anticipated expenditures should be in the operating budget. Some projects should be put on hold and not be so aggressive with projects/expenditures and getting things done. Vice-Chairman Putnam asked whether a vote should be taken; all commissioners agreed, noting that, thinking ahead, an unanticipated emergency with the Curtis Wells would be a good reason to transfer water capital reserve funds. Commissioner White recalled that the Water Utilities budget had been pretty flat the past few years while the town's population has increased; like it or not, we need to increase our budget, putting money into the capital reserves. Director Stetson noted that prior flat budgets with minimal increases caused the Water Utilities to be behind with respect to prior water rate study calculations, with revenue not meeting expenses, and delaying a rate increase three years ago also contributed to the pace of revenue not keeping up with expenditures, benefits, and salaries. Replacing known, fragile A/C water main pipes on Merrimack Road, now underway, might have been delayed until 2020, however, the choice was made to correct the water main during the fall weather conditions and avoid an emergency repair during harsh winter conditions, likely at 2:00 a.m., with greater impact upon staff and equipment. The commissioners recalled several prior winter emergency water main repairs. Mr. Putnam noted that Water Utilities water main projects are, in part, driven by the DPW paving schedules. The commissioners agreed that business risks exist whether planning for or deciding to delay water main projects, while recognizing the ages of older water mains in Milford.

BOC Availability for a 11/20/19 1:00 p.m. 2020 Budget Work Session --

The commissioners reviewed Director Stetson's October 29, 2019 correspondence regarding the Water Utilities Department's 2020 Operating Budget. Director Stetson addressed the commissioners' questions. The October 12th meeting will be rescheduled to a 12:00 meeting to accommodate Mr. Putnam's attending the Board of Selectmen's meeting the evening of October 12, due to the Monday, October 11th Veteran's Day holiday. October 12th

Discussion/Information Items

Secure Sludge Landfill – Second Change Order: Phase 1 – Assessment Monitoring Plan

Director Stetson explained the reports that were submitted to the NHDES on behalf of the Water Utilities Department which will drive the next project phase, additional monitoring in 2020. Discussion of this topic will continue during the November 12th meeting. Commissioner White would like to see IAI contracts, the reason(s) for change orders, and a breakdown, with respect to the priorities of future necessary repairs/upgrades.

Dewatering – Centrifuge Project (Underwood Engineers)

The Dewatering Project centrifuge has not been received, and scheduled shipment date has not yet been received, although the centrifuge invoice has been received. Underwood Engineers agrees that the invoice should not be paid now, and that payment be delayed until the centrifuge arrives to a U.S. port. Vice-Chairman Putnam and Commissioner White advised that the payment should not be issued until the Board of Commissioners approves payment. Director Stetson readily agreed. Mr. Putnam recently spoke with Mr. Mike Ruth, Alfa-Laval, about the delayed shipment. Mr. Ruth indicated "he would be on it" and assured Mr. Putnam that "he, no one else, was the one to be called" about the centrifuge shipment.

Milford CMOM Request for Proposal Timetable

Requests for proposals have been sent; the bid deadline is 2pm November 18th. Mr. Stetson anticipates the CMOM program will be active by April 2020. The commissioners will join him at the Wilton Sewer Department's November 14th 6:30pm meeting in the Wilton Town Hall Courtroom to discuss this program and their needed participation, as well as the generator bond costs. The terms of the Milford/Wilton Inter-Municipal Agreement will need to be updated as they become Milford's NPDES permit co-permittee.

Activities Report

Planned and accomplished activities were reviewed by the commissioners. Mr. Courage would like water and sewer maps updated. Underwood Engineers will help with this.

Future Meetings

- Tuesday, 11/12/19 at 12:00 p.m.: BOC Meeting, Water Utilities Department, 564 Nashua Street
- Thursday, 11/14/19 at 6:30 p.m.: BOC Work Session, Wilton Town Hall Courtroom, CMOM
- Wednesday, 11/20/19 at 11:00 a.m.: BOC Work Session, CMOM Bid Review & 1:00 p.m.: 2020 WUD Budget
- Tuesday, 11/26/19 at 12:30 p.m.: BOC Meeting, Water Utilities Department, 564 Nashua Street
- Tuesday, 12/10/19 at 6:00 p.m.: BOC Meeting, Water Utilities Department, 564 Nashua Street
- Tuesday, 12/24/19 at 1:00 p.m.: BOC Meeting, Water Utilities Department, 564 Nashua Street

Adjournment

The Board unanimously adjourned the meeting at 7:15 p.m.

Robert Courage, Chairman

Date

Michael Putnam, Vice-Chairman

Date

Dale White, Commissioner

Date