

Milford Water/Wastewater Commissioners'
Meeting Minutes
November 12, 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 12:15 p.m.

Decisions & Approvals

Meeting Minutes – Upon motion by Commissioner White, seconded by Vice-Chairman Putnam, the meeting minutes of October 29, 2019 were approved as presented by the 3/0 vote.

Water Users Fee/Tax Collector's Warrant – October 2019 – The commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of water users fees for the October 2019 Bill Commitment 191031 in the amount of \$127,838.71 and for the October 2019 Final Bills issued in the amount of \$5,526.87.

Sewer Users Fee/Tax Collector's Warrant – October 2019 – The commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of sewer users fees for the October 2019 Bill Commitment 191031 in the amount of \$185,344.05 for the October 2019 Final Bills issued in the amount of \$1,318.33.

Sewer Abatement Request – 7 Clinton Street (Jowders) – Upon motion by Commissioner White, seconded by Vice-Chairman Putnam, the Jowders' sewer abatement request relative to the outside water hose left on was unanimously approved by the 3/0 vote taken, in the amount of \$306.90 for the 2019 Bill #226898, abating 5,580 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 3/0 vote.

Water Capital Reserve Transfer Request – Spaulding Street Water Main Extension (Tabled 10/29/2019)
Upon motion by Commissioner White, seconded by Vice-Chairman Putnam, it was unanimously approved to disburse \$21,159.74 from Water Capital Reserve Funds to replace funds to Account 66402-531000 for water main improvements resulting in a looped distribution system within the Spaulding estates development, based upon additional information provided since the original capital reserve funds transfer request was discussed during the October 29th commissioners' meeting. The Knight and Spaulding Street water mains are no longer "dead ends". Motion passed by the 3/0 vote.

Discussion/Information Items

Secure Sludge Landfill – Billing with Change Order – Report to NHDES 10/30/19

The commissioners reviewed and discussed Director's Stetson's November 12th correspondence, Emery and Garrett's April 30th proposal for development of an Assessment Monitoring Plan, the July 10th change order for the Phase 1 Assessment Monitoring Plan, as well as the October 17th second change order for costs for Volatile Organic Compounds laboratory analysis. Mr. Stetson is reviewing EGGI's 81 page report sent to the NHDES.

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The DES will verify EGGI's report conclusions and consider their recommendations. EGGI believes water has entered the between the Water Utilities' landfill material top and bottom liners, and as water leaves, substances from the material are being taken into the groundwater, and that groundwater travels to surface water: the Souhegan River. Monitoring activities and water analysis of surrounding and landfill groundwater levels will continue, to determine the affected distance, called the plume. Phase 2 monitoring and assessment results (analysis of surrounding groundwater for migration area) will help develop a corrective action plan with the DES, more than likely to replace the top liner versus replacing the entire landfill. Groundhog tunneling activities could be a contributing factor to rainwater entering, mixing in with landfill material, and exiting. Director Stetson provided EGGI's charts, graphs, and conclusions of the 81 page report to the commissioners.

Merrimack Road 6" Water Main Repairs

The commissioners reviewed the November 12th correspondence provided by Director Stetson explaining the details pertaining to the replacement of a 6" cement composite water main with an 8" cement-lined ductile iron water main, with a section connected to the 6" cement lined ductile iron water main (installed in 2015) just beyond the Merrimack Road apartment complex (continuing to the intersection at Border Street) Water main maps have been updated to reflect where the 6" and 8" water lines exist. Pressure and bacteria tests have been completed. House service connections are underway. Paving the excavation trench is scheduled for October 14th. Chairman Courage recalled that Park Construction had executed a water main replacement project at this location in the vicinity of Border Street three or four years ago, and questioned why a 6" water main would have been accepted if the project plan had specified 8". The department could have saved money by installing 6" water main pipe in 2019 instead of the planned 8" pipe. He understood that the Water Department expected to tie into an existing 6" water main, however, if the plan had called for 8" water main pipe, why wouldn't the engineering firm who had been involved with the construction and oversight of that location's previous water main project have accepted a 6" instead of 8" water main pipe. Commissioner White requested that Mr. Stetson retrieve the Park Construction 2015 Merrimack Road project plans and construction notes from the Water Utilities files for review during the November 26th BOC meeting.

As part of this project, Mr. Stetson presented a copy of the BOC-approved October 15, 2019 request for Merrimack Road repair expenses, anticipated to total approximately \$90,000.00, in order to get approval to pay for the paving portion of the project, in the amount of \$15,675.00 as estimated by Mitchell Sand and Gravel. Upon motion by Vice-Chairman Putnam, seconded by Chairman Courage, payment for the paving portion of the Merrimack Road Water Main Repair Project was unanimously approved to be processed by the 3/0 vote.

Stantec Construction Monitoring Expense Request

Director Stetson presented Stantec's request for authorization of their Change Order #2 for Milford 2019 Water System Improvement, in the amount of \$11,945.56 for "additional construction monitoring as outlined in Stantec's November 4, 2019 memo" for more hours of construction monitoring than was estimated. Mr. Stetson pointed out:

- that there is no breakdown of hours of tasks
- there was no notification during construction that issues developed that required more hours
- there should be an explanation of why the additional hours were necessary
 - o the project was moving along ahead of schedule
 - o the contractor was experienced in this type of work and submitted a reasonable work proposal
 - o there were not any reported delays in the work from unexpected circumstances (beyond the railroad crossing delay)
 - o the Milford Water Utilities staff was involved in much of the construction monitoring process

The commissioners agreed that it is not appropriate to request additional project monitoring funds after the project has been completed. Mr. Stetson will notify Stantec that sufficient justification of additional construction monitoring expenses has not been submitted.

Activities Report

Planned and accomplished activities were reviewed by the commissioners. Mr. Stetson addressed the commissioners' inquiries as to monthly bacteria sampling being up-to-date. Receiving the dewatering project controls during December was discussed. Since proof of equipment shipment would be very helpful for planning next steps, Alfa Laval reps will be contacted again. Year-to-date budget/revenue reports as of the end of October were reviewed. The sewer revenue is at 84.9% of expected revenue and anticipated sewer use is lower than projected. The new water rate will become effective as of January 1st.

Future Meetings

- 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 12:51 p.m.

Robert Courage, Chairman

Date

Michael Putnam, Vice-Chairman

Date

Dale White, Commissioner

Date