

Milford Water/Wastewater Commissioners'
Meeting Minutes
December 10, 2019

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

Call to Order

At 12:18 p.m. Chairman Courage called the meeting to order, with introductions.

Decisions & Approvals

Meeting Minutes – Upon motion by Vice-Chairman Putnam, seconded by Chairman Courage, the meeting minutes of November 26, 2019 were unanimously approved as presented; motion passed by the 2/0 vote.

Water Users Fee/Tax Collector's Warrant – November 2019 – The commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of water users fees for the November 2019 Bill Commitment 191127 in the amount of \$148,992.05 and for the November 2019 Final Bills issued in the amount of \$4,260.75.

Sewer Users Fee/Tax Collector's Warrant – November 2019 – The commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of sewer users fees for the November 2019 Bill Commitment 191127 in the amount of \$195,739.02 for the November 2019 Final Bills issued in the amount of \$1,181.08.

Capital Reserve Transfers:

Sewer: Dewatering Upgrade Project Centrifuge Equipment, per Warrant Article #4
Tabled until the anticipated invoice is received by the Water Utilities Department.

Water: Merrimack Road Water Main Repair Expenses

Upon motion by Chairman Courage, seconded by Vice-Chairman Putnam, it was unanimously approved to disburse \$55,332.95 from Water Capital Reserve Funds to replace funds to Account 66102-559000 for Merrimack Road water main repair materials to replace the 6" transite pipe on Merrimack Road with 8" ductile iron pipe. Actual water main repair expenses were less than the anticipated costs of up to \$90,000.00. The commissioners commented that the Water Department crew did a great job despite disagreeable weather conditions. The repair costs include equipment rentals, paving/backfill materials, contractor equipment/labor and replacement pipe/fittings for this unplanned repair to improve a section of pipe that was suspected of failure during the early 2020 winter months. Motion passed by the 2/0 vote.

Discussion/Information Items

Secure Sludge Landfill – NH DES Phase 1 Assessment

The commissioners reviewed Director Stetson's 12/10/19 correspondence, the December 4, 2019 correspondence from the DES Hazardous Waste Remediation Bureau, and the December 4, 2019 correspondence from the Waste Management Division. In response to Emery and Garrett's Secure Sludge Landfill Phase 1 Assessment Monitoring Plan, the DES correspondence indicated:

- That the groundwater levels of landfill material are believed to be from the landfill liner/cap system, not the secure sludge landfill liner.
- That Emery and Garrett's Phase II sampling and monitoring should continue in December 2019, and May 2020 with sampling taken during late winter and spring melt.
- The NHDES expects the corrective action plan to be submitted following the May 2020 sample analysis
- Intrusive investigation of liner condition (downgradient seam). To be determined is how the liner has become compromised with water. Reference was made to the 1992 landfill liner "Closure Plan Details" construction drawings (Dufresne-Henry, 1987). Available on NH DES One-stop site.
- Milford's current groundwater monitoring permit is set to expire on February 4, 2020
 - o The 90 day prior permit expiration has been temporarily waived.
 - o Renewal schedule will be re-evaluated by NH DES.
 - o Current groundwater monitoring permit will remain in effect.
 - o NH DES expects submittal of a permit application prior to the September 2020 scheduled sampling event.

Dewatering – Centrifuge Project Update (Underwood Engineers)

The centrifuge has been received at the Water Utilities Department. The Alfa-Laval Technician and PRB Construction reps will be on-site today to review the disassembly for rigging into the press room. The contractors have been on-site for support steel and hoist steel installation. Concrete specifications have been approved. The conveyor has been received. Underwood Engineers has emailed Alfa-Laval to question the anticipated arrival of many parts which had not been received at the same time as the centrifuge.

Draft 2020 Water Utilities Budget

The commissioners reviewed Director Stetson's 12/10/19 correspondence regarding the Water Utilities Department's projected 2020 water and sewer revenue and expenditures. Capital reserve balances were reviewed. Some expenses previously anticipated for the 2020 budget will be delayed to the 2021 budget year. Mr. Stetson shared a draft report of Budget Advisory Committee "placeholder" topics and budget values for review and consideration by the board. Sewer Capital Projects to be considered include the CMOM program, MCC6 Replacement, WWTF main PLC and SCADA, and an upgrade to process controls. Improvements to the Ledgewood pump station are being considered as a 2020 Water Operating budget expense. Mr. Stetson provided draft language for the water and sewer operating budgets, a draft CMOM bond warrant article, and a page of warrant article justification details. Preliminary sewer rehab budget reductions necessary to allocate sewer funds for the CMOM program projections were discussed. Additional input is needed from the Finance Director.

Upon motion by Chairman Courage, seconded by Vice-Chairman Putnam, the 2020 Sewer Department budget, as presented by Director Stetson, including the Wastewater Operations and Collection System, in the amount of \$2,024,735.00, was unanimously approved. Motion passed by the 2/0 vote.

Upon motion by Chairman Courage, seconded by Vice-Chairman Putnam, the 2020 Water Department budget, as presented by Director Stetson, in the amount of \$1,607,007.00, was unanimously approved. Motion passed by the 2/0 vote.

Upon motion by Chairman Courage, seconded by Vice-Chairman Putnam, the 2020 Sewer Department Special Warrant Article “to see if the Town votes to raise and appropriate the sum of \$218,305.00 for the purpose of wastewater treatment facility automation improvements, Collection System Capacity Management, Operation and Maintenance (CMOM) program, in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Selectmen to issue and negotiate such bonds or notes to determine the rate of interest and other conditions” as presented by Director Stetson, was unanimously approved. Motion passed by the 2/0 vote. The scope of planned improvements will replace aging and outdated controls to ensure uninterrupted operations. It is further noted: as this is for issuance of long term debt, this vote requires, under state law, sixty percent (60%) affirmative vote to pass. This is a Special Warrant Article in accordance with RSA 32 and is paid for by the wastewater user fees.

CMOM RFP Amendment

The commissioners reviewed Mr. Stetson’s December 6th correspondence to four engineering firms inviting their amended sealed bids based upon narrowed, additional CMOM requests for proposals delivered to the same four engineering firms on October 16th. The amended CMOM bid deadline is 1 p.m., Tuesday, December 17th. Amended sealed bids will be opened at 11:30 a.m. on Wednesday, December 18th during a commissioners work session. Following review of the amended, concise bids, a decision is anticipated to be made by the commission and announced during the December 24th meeting.

Activities Report

The commissioners reviewed the accomplishments and planned activities submitted by the wastewater, water and collection system foremen. Vice-Chairman Putnam inquired of the repaired pay loader. Mr. Stetson reported it operated reliably during the Merrimack Road water main repairs, moving snow, and other projects coordinated with the Department of Public Works. Snow has been removed from hydrants; despite the use of hydrant markers, some hydrant required repairs due to damage caused by motorists/snow plows. Merrimack Road water maps and tie cards have been updated. Chairman Courage would like to further annotate the years of water pipe installed on the water maps, for example 1921 or 1992 (appearing in parenthesis). Mr. Courage offered to assist with such updates during a work session. Mr. Stetson agreed it is a good idea to do this type of update.

Financial Reports

The commissioners received the water and sewer revenue fund balances through the end of November, in addition to the Year-to-Date Appropriations Reports dated 12/4/19.

Future Meeting

- Tuesday, 12/24/19 at 12:30 p.m.: BOC Meeting, Water Utilities Department, 564 Nashua Street

Adjournment

Upon motion by Vice-Chairman Putnam, seconded by Chairman Courage, the Board unanimously adjourned the meeting at 1:10 p.m. by the 2/0 vote.

Robert Courage, Chairman

Date

Michael Putnam, Vice-Chairman

Date