

Milford Water/Wastewater Commissioners'
Meeting Minutes
December 24, 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

At 12:35 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 December 10, 2019 were approved as presented; motion passed by the 2/0/1 vote, with Commissioner White abstaining, having not been present at the December 10th meeting.

CMOM Project Amended Bid – The commissioners reviewed Director Stetson's correspondence outlining the four engineering firm CMOM program bid details received prior to the December 17th 2:00 pm deadline. The four complete bids were also distributed for review. The successful engineering firm would be supporting the Town of Wilton's CMOM permit requirements in addition to Milford, with respect to meeting/submitting future NHDES and EPA permit requirements. Two of the four amended scope of work proposals received were impressively detailed and may provide the Water Utilities Department the opportunity to develop a sound relationship with engineering/technical resources which would prove beneficial to future needs, as the Collection Department will need experienced technical support to develop a program that will meeting Milford's future regulatory requirements. The commissioners acknowledged that a selection based upon price alone may not provide the best program in the long run, and should be based upon a well detailed proposal containing clear expectations and responsibilities for delivered services. The commissioners are interested in discussing past CMOM programs delivered by the two favored engineering firms based upon the level of detail submitted, as well as gaining a thorough understanding of the level of participation to be required of Milford's staff. An appointment will be scheduled for the next commissioners' meeting on January 7th.

Appointment

The commissioners received and reviewed the November 26 Dewatering Project meeting minutes prepared by Underwood Engineers regarding the Construction Progress Meeting #2. At 1:00 p.m. Mr. Dave Mercier, Underwood Engineers, initiated the Dewatering Project Construction Progress Meeting #3 discussions and distributed the meeting agenda. Also in attendance were Mr. Andrew Morill, NH DES, Mr. Paul Blandford, PRB Construction, and Jamie Soucy, Milford Wastewater Operations Foreman. Underwood Engineers will provide detailed project meeting minutes and agreed upon action items. Change Order #1 relative to the contract time extension: an increase in number of contract days was signed by all parties present. Substantial program completion is anticipated to be March 2020. The list of items missing at the time of the centrifuge delivery, as well as contractor submittal update notes and logs were discussed. Mr. Mercier will inform the commissioners and Director Stetson whether the purchase price of the centrifuge could be processed with the SRF loan. Progress Meeting #4 for Milford's Dewatering Project is scheduled for Tuesday, January 21, 2020, at 1:00 p.m.

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2020 Town Report Warrant Article Majority/Minority Reports – The commissioners reviewed Director Stetson’s correspondence outlining three 2020 warrant articles relative to the CMOM bond, the proposed Water Department operating budget and the proposed Sewer Department operating budget. The commissioners unanimously supported the three warrant articles as follows. Motion passed by the 3/0 vote. Mr. Stetson will forward the page with the commissioners’ initials beside each draft warrant article (below) to Ms. Tina Philbrick, Executive Assistant to the Milford Board of Selectmen.

- Warrant Article__ : Sewer
Wastewater Treatment Facility Automation Improvements. Collection System Capacity Management Operation and Maintenance (CMOM) program development – BOND - \$218,305.00
The automation improvements will replace aging and outdated controls to ensure uninterrupted essential operations at the WWTF. The CMOM program development will create the sewer collection system management plan as required by regulatory agencies.
- Warrant Article__ : Water Department Operating Budget - \$1,607,007.00
The proposed Water Department Operating Budget reflects an increase of 6.7% to the 2019 Operating Budget, or an increase of \$80,756.00. The Water Department oversees the town wells, 57 miles of water pipe, over 3,500 customers, 503 hydrants as well as numerous service calls.
- Warrant Article__ : Wastewater Department Operating Budget - \$2,024,735
The proposed Sewer Department Operating Budget reflects a decrease of 6% to the 2019 Operating Budget, or a decrease of \$13,372.00. The Sewer Department maintains approximately 40 miles of sewer main, 1200 manholes, and oversees 5.5 miles of sewer interceptor between the Wilton town line and the wastewater treatment facility in east Milford.

Discussion/Information Items

Hitchiner Manufacturing 4” Water Meter Entrance Fee – The commissioners reviewed Director Stetson’s correspondence detailing Hitchiner’s recently renovated Elm Street Quonset hut 4” water meter installation entrance fees, for which commercial connection fees were calculated by multiplying the commercial rate by per-gallon, per-day usage, sent to Hitchiner in November. In December, Hitchiner requested a waiver on water entrance fees. Mr. Stetson recommended the full amount be paid and listed reasons. He explained that Hitchiner’s position appears to be that the 4” service replaces a 1.5 inch service that is planned to be removed and the water usage is the same. He noted that Hitchiner’s correspondence does not supply adequate information to warrant a waiver of entrance fees. Their 1.5 inch service is still connected at the water main to the property. The 4 inch service is a new connection in addition the 1.5 inch main. It was noted that although water usage may be the same, a new water service had been installed on the water main. Further, installation of water services to a property adds expenses to the supply and distribution of water services for all rate payers. Any user who benefits from connecting to the system should pay for the access, which is expected from all users. Following discussion, the commissioners decided to approve Hitchiner’s request with “attached conditions”. Mr. Stetson will notify Hitchiner’s of the Board’s decision, and explain the conditions: to allow them to choose to pay excavation fees or the entrance fees. Upon motion by Vice-Chairman Courage, seconded by Commissioner White, it was unanimously agreed by the 3/0 vote that the entrance fees be waived with the condition that the 1.5 inch water line connection be removed from the water main and that the street is restored in compliance with the Public Works Department street repair regulation, or to accept the option to pay the

entrance fee and be welcome to use the 1.5 inch water connection in the manner that they choose. Mr. Stetson will provide the notification letter to the commissioners.

Scarborough Lane Booster Pump Station – The commissioners reviewed correspondence prepared by Mr. Stetson which outlined outstanding issues:

- Stantec Design is at 90%
- Scarborough Lane businesses were using the 90% design to determine construction costs to continue the design to 100%.
- The funds for the booster station design have been used. It is recommended that the Water Utilities Department not provide funding for continuing the design this time.
- The Water Utilities Department recommends not continuing with the Scarborough Lane booster station design:
 - o The booster station will be a beneficial project for the water distribution system. The WUD probable additional cost for future use of the booster station, if it is construction, could be upwards of \$182,000.
 - o The booster station design pressures of 95 will not be able to meet 132 psi building system (95 psi is Milford's maximum—Milford cannot have 132 psi, the Scarborough Lane buildings systems will require 132 psi)
 - o Brookview Drive and Woodard Drive pressure improvements can be accomplished with local booster stations
- Scarborough Lane businesses may find that privately owned, dedicated, on-site pumps designed for the demands they have will be a reasonable solution for their building's needs.

The commissioners reviewed two of Stantec's emails with additional details dated December 18th including water modelled and charted details of three scenarios as well as probable costs: the existing system, a proposed high service area without PRV, and a proposed high service area with PRV, with varying elevations at seven locations. Discussion followed. The commissioners feel that each building involved may benefit from an individual fire pump, with approval gained from their insurance providers, as there is insufficient benefit to the Town otherwise. Upon motion by Vice-Chairman Putnam, seconded by Chairman Courage, the commissioners approved Mr. Stetson to notify the Scarborough Lane Booster Station parties by letter that the Board has chosen not to participate further, as the Town of Milford's investment in cost-sharing for the desired booster pump station would not be met with a beneficial return down the line. Motion passed by the 3/0 vote.

Activities Report

The commissioners reviewed the accomplishments and planned activities submitted by the wastewater, water and collection system foremen. The Water Department staff is closely monitoring the loss of water, to confirm or deny a water main repair or leak detection test may be necessary.

Financial Reports

The commissioners received and reviewed the Trustees of the Trust Funds report.

Future Meeting

- Tuesday, 1/7/20 at 6:00 p.m.: BOC Meeting, Water Utilities Department, 564 Nashua Street

Adjournment

The Board unanimously adjourned the meeting at 2:15 p.m. by the 3/0 vote.

Robert Courage, Chairman

Date

Michael Putnam, Vice-Chairman

Date

Dale White, Commissioner

Date