

Milford Water/Wastewater Commissioners'
Meeting Minutes
January 7, 2020

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

Call to Order

At 6:00 p.m. Chairman Courage called the meeting to order, with introductions.

Appointment

The commissioners welcomed Mr. Joe Ducharme, Vice President and Regional Manager, Municipal Engineering Services, of Hoyle & Tanner Associates (Manchester, NH), received an overview of the company history, and reviewed the company's November 18, 2019 CMOM program bid details in addition to their December 17, 2019 amended CMOM bid submission.

CMOM stands for "capacity, management, operations, and maintenance", a flexible, dynamic framework for municipalities to identify and incorporate widely-accepted wastewater industry practices to better manage, operate, and maintain collection systems. Director Stetson and the commissioners expect the EPA / NHDES will soon issue Milford a new wastewater discharge permit, allowing continuation of treated effluent to be discharged into the Souhegan River, but at more stringent discharge monthly reporting parameters for the removal of phosphorus, copper, aluminum, and zinc. The previously approved Collection System Asset Management Program will optimize Milford's asset inventory recordkeeping, critical assets and life cycle costing, as well as expose potential deficiencies. Mr. Ducharme mentioned his awareness of Milford Water Utilities' successful wastewater operations and favorable reputation throughout his many years in the industry.

Mr. Ducharme distributed an informational package detailing Hoyle & Tanner's extensive experience setting up CMOM programs for other NH municipalities: Allenstown, Bedford, Pembroke, Seabrook, and Somersworth. He explained there were differences in the variety of services and levels of involvement delivered by Hoyle & Tanner among those municipalities toward meeting EPA requirements for collection system data management, such as mapping, repair, rehabilitation, and maintenance components. The commissioners reviewed the Hoyle & Tanner Table of Content page of a 2014 Sewer System CMOM plan as well as a CMOM 2018 Annual Report in order to compare the differing types of report material. Mr. Ducharme commented that Hoyle and Tanner frequently creates "original reported" municipal CMOM programs addressed to the EPA, and assists with municipalities transitioning to self-reporting templates. He added that the annual report would be the benchmark of success and, should Milford prefer to have Hoyle and Tanner submit subsequent reports to the EPA, his company would assist. Hoyle and Tanner will assist Milford "from start to finish" as they have for other communities.

Director Stetson looks forward to next week's kick-off meeting with representatives from Underwood Engineers and the NHDES for the asset management program, which will aid the CMOM program data management for mapping and inventories. Mr. Ducharme commented that catalogued information created

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through the 18 week Asset Management Program should “dovetail nicely” with CMOM program data requirement efforts, which should take about a year, and culminate in an electronic template being given to Milford. Redundancy of data collection efforts would be avoided. A well-documented CMOM program projects with confidence to the wastewater regulatory agencies that a wastewater industry’s procedures and practices are in place in the event of an emergency response situation, regardless of the workforce size involved. Strengths and weaknesses would be identified. Any operational gaps of information needed by Hoyle and Tanner for reports to the regulatory agencies would be addressed. Director Stetson recently met with the Wilton Sewer Department to discuss Milford’s impending permit update. Wilton’s sewer system is smaller than Milford, they may choose to do their own CMOM program or join with Milford. The CMOM program bond is a mid-March 2020 town warrant article for voters. Mr. Ducharme indicated that should Milford decide to spend, say, \$5,000.00 out of the sewer operating budget to get started, Hoyle & Tanner would begin within 14 days of being authorized to initiate Milford’s CMOM program, as the biological treatment process is typically less active at this time of year. The commissioners acknowledged that Vice-Chairman Putnam’s CMOM involvement is important, and that although he was unable to attend this evening’s meeting, there is ample time to discuss today’s CMOM topics with him before the Board reaches a decision.

Decisions & Approvals

Meeting Minutes – Upon motion by Commissioner White, seconded by Chairman Courage, the meeting minutes of December 24, 2019 were unanimously approved as presented; motion passed by the 2/0 vote.

Water Users Fee/Tax Collector’s Warrant – December 2019 – The commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the December 2019 Bill Commitment 191231 in the amount of \$58,797.27 and for the December 2019 Final Bills issued in the amount of \$1,856.83.

Sewer Users Fee/Tax Collector’s Warrant – December 2019 – The commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the December 2019 Bill Commitment 191231 in the amount of \$70,393.39 for the December 2019 Final Bills issued in the amount of \$2,827.26.

Items Not On The Agenda

Hitchiner’s 4” water meter – Chairman Courage initiated discussion regarding Hitchiner’s recent installation of a 4” water meter and this commercial account’s planned water use, so that the Milford Water Department can better plan for potential increases in water treatment costs, and the cost of supplemented water supplies from Pennichuck. A Hitchiner plant engineer will be invited to attend the Board’s next meeting on the 21st. The Milford Water Department will monitor Hitchiner’s water usage as well.

Discussion/Information Items

Activities Report – Reviewed by the commissioners, as well as the 2019 Water/Sewer Revenue report.

Water Distribution Map Update – Commissioner White initiated discussion regarding updating the water distribution maps. Chairman Courage suggested that alphabetical information could be taken from the Weston & Sampson 10 year capital improvement report and added to the existing maps. Director Stetson indicated Stantec owes Milford an update and that he will look into updating the water maps.

Water & Sewer Vehicle Replacements – The commissioners reviewed Director Stetson’s January 7, tallied comparison of four vehicle specifications and prices to replace the Water Department Ranger pick-up truck, in addition to the four dealer spec packages obtained by Water Department Foreman Provins. Pricing ranged as follows:

- \$31,239.00 = 2019 GMC 2500HD 4WD Crew Cab, available on the lot
- \$31,850.00 = 2020 Chevrolet 2500HD 4WD regular cab, available in 3 months
- \$32,707.00 = 2020 Chevrolet 2500HD 4 WD regular cab, built 1/20/2020
- \$36,806.00 = 2019 Ford F250 Super Duty 4WD regular cab, available on the lot

Discussion followed. Upon motion by Chairman Courage, seconded by Commissioner White, it was unanimously approved to purchase the GMC 2019 2500HD, four wheel drive crew cab from Fairfield’s in Keene, for the price of \$31,239.00 as quoted, funds will be taken from the 2020 Water Operating Budget and the Water Capital Reserve Account. Motion passed by the 2/0 vote.

One price quote to replace the Wastewater Department’s 1500 Sierra was reviewed. No action will be taken at this time, to allow for additional dealership bids, per the purchasing policy, and for Director Stetson to continue to review the wastewater budget. This vehicle replacement was originally scheduled for 2021, however, the truck body rot will prevent the vehicle passing inspection in September 2020.

Items Not On The Agenda

Dewatering Project – The commissioners reviewed the December 27, 2019 email received from Daniel Jacobson, Underwood Engineers, indicating the substantial project completion date is now February 18, 2020 and the final project completion date is March 19, 2020. The commissioners reviewed the December 31, 2019 email received from David Mercier, Underwood Engineers, indicating the cost of the centrifuge could not be put through the SRF loan. The email noted that currently there is about \$30K of contingency in the SRF loan budget. If that is not spent by the end of the project, Milford could request that the amount be put towards partial reimbursement of the centrifuge purchase price.

Budget Advisory Committee Answers for 12/26/19 Meeting – Director Stetson’s January 7, 2020 two page correspondence answering questions to the Budget Advisory Committee will be emailed to Mr. Peter Basiliere.

Future Meetings

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

Adjournment

Upon motion by Commissioner White, seconded by Chairman Courage, the Board unanimously adjourned the meeting at 7:45 p.m. by the 2/0 vote.

Robert Courage, Chairman

Date

Dale White, Commissioner

Date

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