

Milford Water/Wastewater Commissioners'
Meeting Minutes
January 21, 2020

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 12:30 p.m. Chairman Courage called the meeting to order, with introductions. Vice-Chairman Putnam announced he will depart before the end of this meeting.

Discussion/Information Items

CMOM Amended Bid

The commissioners reviewed Director Stetson's January 21, 2020 correspondence outlining and contrasting the four bids received in response to Milford's request for amended CMOM program bids. Mr. Stetson explained his recommendation for utilizing the services of Hoyle, Tanner and Associates due to their proposal details, documented experience of CMOM report submittals to the regulatory agencies, the EPA and the NHDES, in addition to the opportunity to develop a relationship with engineering/technical resources new to Milford Water Utilities that can be valuable with future project needs. Mr. Stetson recapped details of the presentation delivered to the commissioners by Mr. Joe Ducharme, of Hoyle, Tanner and Associates, on January 7th of the work necessary in order to get a regulatory agency "pass" with the first report submittal. He indicated that Milford would receive a CMOM program that could be transitioned to Milford personnel after the first year. Mr. Stetson addressed the commissioners' questions. He confirmed that the Wilton Sewer Commissioners know that Milford awaits an NPDES permit update, and that Wilton will become Milford's co-permittee. Separate CMOM reporting programs will be necessary for Milford and Wilton, which will satisfy unique reporting requirements. Wilton's dedicated sewer collection system staff will handle their specific CMOM program reporting needs, anticipated to be on a smaller scale than Milford's, as would be appropriate to the size and scope of their collection system. The Wilton Sewer Commission will be informed of Milford's engineering firm following the commissioners' selection. Wilton Sewer Commissioners may select the same or another engineering firm. The commissioners and Director Stetson further discussed the four engineering firms Time and Expenses and engineering cost details received. Another CMOM discussion could be scheduled with the Wilton Sewer Commissioners following Milford's Deliberative Session, scheduled for Saturday, February 1st. CMOM program engineering bid decision could be made during the February 18th commissioners' meeting or may be delayed until after the March 10th Town Vote. Mr. Stetson noted that when the new NPDES permit is received, the CMOM program "clock will begin" for Milford and Wilton.

Activities Report

The commissioners reviewed the Water Utilities supervisory activities report, detailing accomplishments spanning the prior two weeks and planned activities. Mr. White inquired of the recent Hyundai loader repair expense, then reported that the Water Department Foreman recently said that the crew likes the handling of WUD's rubber tire excavator. Mr. Putnam noted that the Dewatering Program centrifuge installation progress in the administration building looks good.

At 1:00 p.m. Vice-Chairman Putnam departed this meeting, in keeping with his 12:30 p.m. announcement.

Water/Wastewater Commissioner Meeting Minutes
January 21, 2020

First Appointment

At 1:00 p.m. Mr. Dave Mercier, Underwood Engineers, initiated the Dewatering Project Construction Progress Meeting #4 discussions and distributed the meeting agenda. Underwood Engineers will provide detailed project meeting minutes and agreed upon action items at the Dewatering Project Progress Meeting #5, scheduled for Tuesday, February 18, 2020, at 1:00 p.m. Project completion is anticipated to be March 19, 2020. Lists of dewatering parts received are being compared against the shipping documents, including spare project parts. The height of equipment to be installed and the polymer injection operations will be confirmed by Milford. Underwood Engineers will forward PRB Construction's pay requisition #3 to Milford. Alfa Laval's recently received invoice is too soon for processing payment approval.

Second Appointment

Mr. Anthony Rodriguez, Hitchiner Manufacturing, explained that Hitchiner removed their 1.5" water meter and installed a 4" water meter at their main entrance. Despite the larger water meter, the overall water usage is foreseen as remaining the same. Contractor damage to Hitchiner's water line occurred during their recent construction/expansion. There is a long loop of water pipe in place. Following consideration of a 3" water meter, a 4" water meter was installed. The commissioners were told that Hitchiner Manufacturing continues to use recycled water for their operations and no new processes are in place. All agreed it would be prudent to continue monitoring Hitchiner's water usage a few more months. Mr. Courage explained that Milford continues water exploration in order to augment our three wells, that an agreement is in place for purchasing water as needed from Nashua's Pennichuck Water, in accordance with the need to relax Milford's well pumps and when seasonal demands exceed water supply. Should there be a marked increase in Hitchiner's water use since installation of the larger water meter, an increase in water charges would be necessary.

Decisions & Approvals

Meeting Minutes – Upon motion by Commissioner White, seconded by Chairman Courage, the meeting minutes of January 7, 2020 were approved as presented. Vice-Chairman Putnam abstained, not being present during that meeting. Motion passed by the 2/0/1 vote.

Future Meetings

Tuesday, 2/18/20 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 1:55 p.m. by the 2/0 vote.

Robert Courage, Chairman

Date

Dale White, Commissioner

Date