

**Milford Water/Wastewater Commissioners'**  
**Meeting Minutes**  
**February 18, 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 12:44 p.m. Chairman Courage called the meeting to order. The Milford High School Director of Career and Technical Education, Ms. Vasiliki Partinoudi, present for this meeting, was introduced to the Board.

**Decisions & Approvals**

Meeting Minutes – Upon the motion by Vice-Chairman Putnam, seconded by Commissioner White, the meeting minutes of January 21, 2020 were unanimously approved as presented; motion passed by the 3/0 vote.

Water Users Fee/Tax Collector's Warrant – January 2020 – Following the motion by Vice-Chairman Putnam, seconded by Commissioner White, the commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of water users fees for the January 2020 Bill Commitment 200131 in the amount of \$123,585.87 and for the January 2020 Final Bills issued in the amount of \$1,165.02. Motion passed by the 3/0 vote.

Sewer Users Fee/Tax Collector's Warrant – January 2020 – Following the motion by Vice-Chairman Putnam, seconded by Commissioner White, the commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of sewer users fees for the January 2020 Bill Commitment 200131 in the amount of \$177,049.50 for the January 2020 Final Bills issued in the amount of \$1,350.93. Motion passed by the 3/0 vote.

Water & Sewer Abatement Request – 614 Nashua Street, Units 12 - 13 (Barley & Hops)

Upon motion by Vice-Chairman Putnam, seconded by Commissioner White, the water and sewer abatement request in the amount of \$627.60, due to 2017-2019 quarterly water meter billing charges having been for an incorrect water meter identification number, as recommended by the Water Foreman Provins and Director Stetson. Motion passed by the 3/0 vote.

Stantec's 2/6/2020 Additional Construction Services Cost – Water Main Improvements Project

Following the commissioners' review of Stantec documents provided by Director Stetson, including:

- Stantec's 4/30/2019 Executed Agreement for construction phase services
- Stantec's 11/4/2019 correspondence requesting payment authorization for Additional Services for construction monitoring additional costs, totaling \$11,945.56 not-to-exceed time and materials estimate to be invoiced and paid at the completion of work at Stantec's hourly rates and sub-consultant costs
- Stantec's 11/5/2019 and 2/4/2020 correspondence regarding Construction Agreement services
- Stantec's 2/6/2020 correspondence summarizing Stantec's additional items and expenses incurred, outside of the agreed upon scope of work

- Stantec's 2/13/2020 outline of services yet to be completed on the 2019 Milford Water Main Improvement Project, for which Mr. Ruoff, Stantec indicated Stantec would NOT be requesting additional costs:
  - Final inspection / final completion notice
  - Release of retainage/approval of final payment requisition
  - Finalize as-built plans and as-built card
  - Discussion would be initiated between Mr. Ruoff and Mr. LaBranche, both of Stantec, regarding running the hydraulic model and updating Milford's overall plans based on the completed water main improvements.

To facilitate a decision regarding the additional payment sought by Stantec, the commissioners and Director Stetson agreed that inviting Mr. Ruoff to the March 3rd commissioners' meeting would be the best means to clarify Stantec expenses paid/included in the original water main project contract and change order(s), as well as supportive documentation of expenses Stantec is currently requesting. Director Stetson will provide the commission with details of previously paid Stantec invoices for this project, for which a 2019 warrant article had been presented and approved.

Wastewater CMOM Project Hiring an engineering firm to set up a Milford program for reporting wastewater Collection System Capacity Management Operation and Maintenance (CMOM) details to the EPA and NHDES (once Milford receives an updated NPDES permit) has been discussed during previous commissioner meetings. In anticipation of voter approval during the March 10<sup>th</sup> Town vote, the commissioners reviewed Director Stetson's outline of the four engineering firms and their proposed bid details, including specified services and costs. Mr. Stetson reiterated that the best choice of an engineering firm would be a detailed proposal that has clear expectations and responsibilities for delivered services, and that Milford's collection system needs high-level, experienced professional guidance in order to successfully develop and submit a first year CMOM report to our regulatory agencies, and that selecting of one of the four proposals based upon price alone may not give us the best program for our needs. The lower priced bids would require higher participation from the Milford staff members. The Wilton Sewer Department will be Milford's co-permittee when the updated NPDES permit is finalized and received, and may select their own engineering firm, at a separate cost than Milford's costs, to assist with their unique CMOM report requirements. It is not mandatory that Wilton utilize the same engineering firm as Milford. It was noted that should Milford's CMOM warrant article be defeated by the Town Vote, the Milford CMOM program could not be undertaken during 2020, but could be reconsidered for 2021 funding, as a warrant article or through other funding.

Following discussion of the data collection and information input necessary to successfully creating and executing a first year CMOM program with engineering firm assistance, Chairman Courage motioned to award Hoyle, Tanner & Associates, at a project cost of \$45,000.00 lump sum cost to assist Milford with its CMOM reporting requirements, subject to the March 10, 2020 Town Vote approval. Commissioner White seconded the motion. The motion unanimously passed by the 3/0 vote taken.

Appointment At 1:00 p.m. Mr. Dave Mercier, Underwood Engineers, initiated the Dewatering Project Construction Progress Meeting #5 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 #6, scheduled for Tuesday, March 17, 2020, at 1:00 p.m. Alfa Laval's recently received invoice is being processed for payment. Mr. Mercier will forward pre-purchase bond details to Director Stetson and the commissioners for consideration.

## **Discussion/Information Items**

On-Line Auction Sale Update – WUD 2009 Ranger Bidding is currently at \$5,850 and the sale price is expected to increase during the remaining two days of on-line bidder participation.

NHDES Water Source Protection Best Management Practices Inspector Training Scheduled Classroom and field training regarding “best management practices” for conducting efficient water source protection inspections of up to 15 participants will be held in Milford on Friday, March 20<sup>th</sup>. Three Water Utilities employees will attend this training session.

2020 Wastewater Vehicle Purchase The commissioners reviewed and discussed the four vehicle descriptions and pricing outlined and presented by Director Stetson. Vice-Chairman Putnam motioned to purchase the 2020 Chevrolet 1500 four wheel drive Crew Cab from the MacMulkin Dealership in Nashua at a price of \$25,885.00, to be available for delivery within three months of the Town Vote budget approval on March 10<sup>th</sup> and this vehicle purchase is contingent upon funds being approved by voters. Commissioner White seconded the motion. The motion unanimously passed by the 3/0 vote taken.

Recent Water Use Trends Information provided by Director Stetson was reviewed by the commissioners. Water usage will continue to be monitored to consider the need for water use restriction planning for the spring and summer, as is done annually through the annual odd/even water conservation program. The Water Department staff is actively involved with leak detection activities.

2020 NHDES Water System Leak Detection Grants The commissioners reviewed the details provided by Director Stetson. Milford Water Utilities has been selected to participate in the 2020 Water System Leak Detection Survey Grant Program. Funding is in the approval process. When funding is approved, NHDES will notify towns/cities.

### **Activities Report**

Reviewed by the commissioners, as well as the 2020 Water/Sewer Revenue report to date.

### **Non-Public Session** – RSA 91-A:3,II(a) Personnel

At 1:37 p.m., Commissioner White motioned to enter into the non-public session per RSA 91-A:3,II(a) for the purpose of discussing personnel, seconded by Vice-Chairman Putnam. The motion carried by the unanimous 3/0 vote taken.

### **Adjournment**

Upon motion by Commissioner White, seconded by Vice-Chairman Putnam, the Board unanimously adjourned the meeting at 2:03 p.m. by the 3/0 vote.

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**Future Meetings**

- Tuesday, 3/3/20 at 6:00 p.m.: BOC Meeting, Water Utilities Department, 564 Nashua Street

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Robert Courage, Chairman

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Date

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Michael Putnam, Vice-Chairman

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Date

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Dale White, Commissioner

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Date