

Milford Water/Wastewater Commissioners'
Meeting Minutes
April 14, 2020

4/14/2020 remote meeting participants: Michael Putnam, Chairman
Robert Courage, Vice-Chairman
Dale White, Commissioner
Kevin Stetson, Director, Water Utilities Department
Evelyn Gendron, WUD Executive Assistant
Dave Mercier, Underwood Engineers
Dan Jacobson, Underwood Engineers
Paul Blanford, PRB Construction
Shannon Larocque, NHDES
David Cloutier, NHDES

Call to Order

At 1:00 p.m. Chairman Putnam called the meeting to order. He read the Board of Water and Sewer Commissioners Meeting State of Emergency Preamble statement, as follows:

Due to the Federal and State declaration of a state of emergency, as Chairman of the Milford Water and Sewer Commission, I am invoking the provisions of RSA 91-A:2,III(b) to conduct this meeting without the quorum of this body physically present in the same location.

I welcome members of the public access to this meeting. The usual rules of conduct and decorum apply. All votes taken at this meeting will be done by Roll Call Vote beginning with Roll Call Attendance. Each member will state their name and the name of anyone in the room with them during this meeting as required under the Right to Know Law.

The public can gain access to the meeting at the posted time by phone by dialing the number and meeting ID that will be posted on the Milford Town Website, on the Milford Water Utilities, page prior to the meeting.

The attendance roll call consisted of the following responses:

Michael Putnam:	announced that no one is in the room with him
Robert Courage:	“ “ “ “ “ “ “
Dale White:	“ “ “ “ “ “ “
Kevin Stetson:	“ “ “ “ “ “ “
Dave Mercier:	“ “ “ “ “ “ “
Dan Jacobson:	“ “ “ “ “ “ “
Paul Blanford:	“ “ “ “ “ “ “
Shannon Larocque:	“ “ “ “ “ “ “
David Cloutier	“ “ “ “ “ “ “
Evelyn Gendron:	“ “ “ “ “ “ “

Decisions & Approvals

Meeting Minutes – Upon motion by Vice-Chairman Courage, seconded by Commissioner White, the meeting minutes of April 3, 2020 were unanimously approved as presented. The motion passed by the 3/0 vote. The roll call of votes in favor of the motion was as follows:

Robert Courage: announced “aye”
Dale White: announced “aye”
Michael Putnam: announced “aye”

Discussion/Information Items

Dewatering Project Update – Mr. Dave Mercier, Underwood Engineers will provide the commissioners and Director Stetson with detailed project meeting minutes and agreed upon action items at the next progress meeting, yet to be scheduled. Per Mr. Mercier’s 4/14/2020 emailed project financial categorical outline:

Town of Milford, NH
CIP Phase II Upgrades – Dewatering Upgrade
TOTAL PROJECT COST ESTIMATE

	Budget 3/25/19	Projected 2/21/2020	Projected 4/9/20
DESIGN PHASE ENGINEERING (Eval/Design/Bid)	\$83,300	\$74,220	\$74,220
CONSTRUCTION PHASE ENGINEERING	\$99,700	\$74,700	\$71,700
DEWATERING EQUIPMENT PREPURCHASE	\$261,170	\$261,170	\$261,170
CONSTRUCTION CONTRACT	\$379,000	\$379,000	\$379,000
CHANGE ORDER NO. 1	NA	\$0	\$0
CHANGE ORDER NO. 2	NA	-\$2,859	\$18,447
CHANGE ORDER NO. 3*	NA	\$20,000	\$6,956
CONTINGENCY	\$23,935	\$40,875	\$35,612
TOTAL	\$847,105	\$847,105	\$847,105

*CO#3 Not yet executed

PRB Construction has satisfied the project requirements minus a few punch list items. An Alfa Laval representative had been on-site frequently during the prior two weeks relative to control panel communications. Two diverter gate device leak issues were detected during the test run. Until the leaks are rectified by Alfa Laval, which impacts PRB Construction’s progress, perhaps by two weeks, however, Alfa Laval historically provides project intentions without firm deadlines to Milford. The Electrical Installations’ staff has been progressing with PLC #5 communications. Underwood will forward project Change Orders #2 and #3 as well as PRB Payment Requisition documents to Mr. Larocque at NHDES.

Although Mr. Jamie Soucy, Milford Wastewater Operations Foreman, was prevented from participating in today’s Dewatering Project discussions due to polymer system issues, Director Stetson noted that he and the foreman share the dewatering equipment concerns described today by Dave Mercier.

WILTON Sewer Department’s 4/9/2020 Request for Back-Up Assistance

The commissioners reviewed the April 10, 2020 email received from Ms. Joanna Eckstrom, Clerk of the Wilton Sewer Commission (WSC), announcing that Mr. Tom Schultz has been elected the WSC Chairman until the March 2021 town elections. Continuing on the WSC with Chairman Schultz are Chris Carter (2022) and Tim Mortvedt (2023). Ms. Eckstrom indicated that Wilton is looking for Milford’s assistance as backup for Wilton’s Pump Station laborers and the Water Superintendent. The Wilton Sewer Department has two pump station employees, one is a Highway Department employee and the other is the Water Superintendent (the

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Water Works Department’s only employee). The commissioners reviewed Director Stetson’s April 14, 2020 correspondence, attached to Ms. Eckstrom’s email, indicating that the WSC looks for back up assistance in the event of their staff being affected by the recent COVID-10 event. Additionally, Mr. Stetson had informed the WSC that the Granite State Rural Water Association was collecting names of operators as a resource to NH water/wastewater operations. He looked to the Milford commissioners to determine their interest in making Milford’s staff available for back-up Wilton operations. Following discussion, Director Stetson will contact Mr. Schultz, WSC’s Chairman, that the consensus is that Milford would provide neighborly short-term assistance to Wilton, while noting that Milford’s staff availability during the summer months is expected to be quite limited.

WUD Budget Update as of April 9, 2020

The commissioners reviewed the April 9, 2020 Appropriation Reports provided by the Finance Director, along with Director’s Stetson outline explaining the status of several water and sewer fund accounts. The commissioners will review the Appropriation Reports in greater detail.

Activities Report

Reviewed by the commissioners without questions. Milford’s spring hydrant flushing had been delayed to avoid disruption during the earliest stage of stay-at-home status of many household members due to the COVID-19 situation. The hydrant flushing will resume very shortly, with a non-robust focus so as to not create a lot of turbidity within the water distribution system, as it would be best to accomplish the flushing prior to summer’s increased water usage.

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

At 1:35 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 Courage. The motion carried by the unanimous 3/0 “aye” votes during the roll call of Chairman Putnam, Vice-Chairman Courage and Commissioner White.

Future Meetings

Tuesday, 4/28/20 1:00pm remotely, via Zoom

Michael Putnam, Chairman

Date

Robert Courage, Vice-Chairman

Date

Dale White, Commissioner

Date