

**Milford Water/Wastewater Commissioners'**  
**Meeting Minutes**  
**April 28, 2020**

4/28/2020 remote meeting participants: Michael Putnam, Chairman  
Robert Courage, Vice-Chairman  
Kevin Stetson, Director, Water Utilities Department  
Evelyn Gendron, WUD Executive Assistant  
Vasiliki Partinoudi, Director of Career and Technical  
Education, Milford High School  
Absent: Dale White, Commissioner

**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:      | “ “ “ “ “ “ him                               |
| Evelyn Gendron:      | “ “ “ “ “ “ her                               |
| Kevin Stetson:       | “ “ “ “ “ “ him                               |
| Vasiliki Partinoudi: | “ “ “ “ “ “ her                               |

**Decisions & Approvals**

Meeting Minutes – Upon motion by Chairman Putnam, seconded by Vice-Chairman Courage, the meeting minutes of April 14, 2020 were unanimously approved as presented. The motion passed by the 2/0 vote. The roll call of votes in favor of the motion was as follows:

|                 |                 |
|-----------------|-----------------|
| Michael Putnam: | announced “aye” |
| Robert Courage: | announced “aye” |

Water/Wastewater Commissioner Meeting Minutes  
April 28, 2020

## **Decisions & Approvals**

Milford's 2020 Water and Sewer Repair/Patching Plan – Director Stetson explained that he would like to address the Public Works Department concerns relative to water and sewer repair trench excavation practices. The commissioners reviewed his April 28, 2020 correspondence details, in addition to the April 23, 2020 email received from Mr. Anton, the DPW Highway Manager, which questioned changed methods relative to that day's installation of the Nashua Street road base and pavement placement overseen by Director Stetson. At issue was the Public Works Department's request for a \$10,000 bond before Water Utilities could begin a sewer repair excavation at a Nashua Street business, which the Collection System Foreman had communicated to Director Stetson on April 22. Mr. Stetson's initial attempts to obtain DPW requirement details in order to obtain urgent approval of the Water Utilities street opening permit were not met with success, or where the project spoils should be stored. Mr. Stetson learned that the street opening permit had been filed properly, that the bond request was intended to get Mr. Stetson's "attention", and that the work was able to continue.

Mr. Stetson indicated it is his intention to meet the DPW requirements and avoid delays in emergency and urgent trenching for water and sewer repairs, in addition to maintaining good relations with DPW, following their standards to their satisfaction with excavation, backfilling and compacting construction standards. His recommendations included:

- Providing DPW with the Water Utilities Department's plan to install permanent trench repairs at addresses on the following streets:
  - Sewer installations: Ponemah Hill and Nashua Street
  - Water main repairs: Elm/Cottage and Prospect Streets, and Whitten Road
- Adding funds to the Water Utilities 2021 Paving and Asphalt budget to have the repairs completed after trench settling in 2020
- Provide DPW with a permanent bond, of an amount to be specified, to cover Water Utilities' future trenching work
- Request DPW oversight of Water Utilities' trenching work with on-site observation to address their concerns as the work is done with documented acceptance of the work and release of the bond

Mr. Stetson's correspondence concluded with the Water Utilities' intention to respond to utility needs and to complete work quickly and effectively while meeting customer and Town needs. Vice-Chairman Courage explained that Mr. Stetson is right to let the trenches settle for a period of time, a few months to a year, if DPW would be okay with that, since specifications indicate that settling should endure a "frost cycle" or "freeze". Chairman Putnam considered whether expenses to meet DPW's paving expectations were within the Water Utilities 2020 budget, suggested that Collection System Foreman Whitfield be asked to address Mr. Anton's inquiry of what had changed during the Nashua Street sewer repair project. Vice-Chairman Courage agreed with Chairman Putnam that a conversation with the Public Works Department Director and Highway Manager should be scheduled via Zoom or as a socially distanced, personable location. Mr. Stetson added that although he'd been present during the Nashua Street sewer repair project, he had not obtained a definitive verification from DPW that they accepted the in-street sewer project repairs. Discussion on this topic is tabled until a meeting can be scheduled with the Public Works Department.

COVID-19 WUD Expense Tracking re: Finance Dept's Future Request for Federal/State Reimbursement

The commissioners reviewed Finance Director Calabria's April 23, 2020 correspondence indicating:

- Any COVID-19 related invoice expenses will be reimbursable at a yet to be determined percentage by federal and/or state agencies
- If personal protective equipment or COVID-19 related supplies have been donated, they must be accepted by the Board of Selectmen when they reach \$5,000 in estimated value.
- Recordkeeping must be meticulous for acceptance by the BOS

Mr. Stetson indicated that Water Utilities had not yet received donations of equipment or materials, and that Water Utilities had purchased extra cleaning and disinfectant supplies that will be identified as COVID-19 related expenses. Purchases relative to the COVID-19 pandemic have exceeded the amount typically budgeted for cleaning and personal protection equipment funds; "hundreds" of dollars, not "thousands" of dollars.

Activities Report Reviewed by the commissioners. Vice-Chairman Courage pointed out that in the Dewatering Project section of the April 14<sup>th</sup> meeting minutes, found on page 2, of the \$847,105.00 projected cost estimate as of 4/9/2020, there is \$35,612.00 unspent contingency funds. Mr. Stetson noted that since some contingency funds had been spent on a drain line, probably a couple thousand dollars should be deducted from that figure. This project has not been over-expended to date. Mr. Stetson explained that three issues currently exist with the Dewatering Project:

1. Water pressure for the polymer unit is insufficient; a pressure reducing valve has been ordered to increase the polymer unit's pressure range.
2. A leaking cover has been picked up for repair by Alfa-Laval; it should be returned soon.
3. The design of the diverter (drainage) gate allows water to leak at the bottom of the centrifuge, and options to control the leak are being investigated.

It was noted that U.S. based repair responses timelines for this dewatering project have been diminished recently due to delayed shipping documentation/workers hampered due to COVID-19 sheltering-in-place constraints. Mr. Stetson explained that a Water Utilities staff member is temporarily off-site fulfilling military reserve orders.

**Adjournment** At 1:33 p.m. upon Chairman Putnam's motion, seconded by Vice-Chairman Courage, it was unanimously agreed by the 2/0 vote to end the commissioners' meeting. The roll call of votes in favor of the motion was as follows:

Michael Putnam: announced "aye"

Robert Courage: announced "aye"

**Future Meetings** Tuesday, 5/12/20 1:00pm remotely, via Zoom

\_\_\_\_\_  
Michael Putnam, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Courage, Vice-Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dale White, Commissioner (per review of the Zoom  
meeting audio recording on [milford.nh.gov](http://milford.nh.gov))

\_\_\_\_\_  
Date

Water/Wastewater Commissioner Meeting Minutes  
April 28, 2020