

Milford Water/Wastewater Commissioners'
Meeting Minutes
May 12, 2020

5/12/2020 remote meeting participants: Michael Putnam, Chairman
Robert Courage, Vice-Chairman
Dale White, Commissioner
Kevin Stetson, Director, Water Utilities Department
Evelyn Gendron, WUD Executive Assistant
Vasiliki Partinoudi, Director of Career and Technical
Education, Milford High School

Call to Order

At 1:00 p.m. Chairman Putnam called the meeting to order.

The attendance roll call consisted of the following responses:

Dale White:	announced that no one is in the room with him
Robert Courage:	“ “ “ “ “ “ “
Evelyn Gendron:	“ “ “ “ “ “ her
Kevin Stetson:	“ “ “ “ “ “ him
Vasiliki Partinoudi	“ “ “ “ “ “ her (joined the meeting at 1:10pm)
Michael Putnam	“ “ “ “ in the vehicle with him

Chairman Putnam 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.

Press and Public Comments – none

Decisions & Approvals

Meeting Minutes – Upon motion by Vice-Chairman Courage, seconded by Chairman Putnam, the meeting minutes of the April 28, 2020 commissioners' meeting were approved as presented, with an abstention from Commissioner White since he had not attended that meeting. The motion passed by the 2/0/1 vote. The roll call of votes in favor of the motion was as follows:

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

Water Users Fee/Tax Collector’s Warrant – April 2020 – The commissioners’ signatures will be obtained for the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the April 2020 Bill Commitment 200430 in the amount of \$124,746.56 and for the April 2020 Final Bills issued in the amount of \$883.82.

Sewer Users Fee/Tax Collector’s Warrant –April 2020 – The commissioners’ signatures will be obtained for the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the April 2020 Bill Commitment 200430 in the amount of \$181,628.11 for the April 2020 Final Bills issued in the amount of \$706.15.

Discussion/Information Items

Dewatering Project Update

The commissioners reviewed Underwood Engineers’ April 14, 2020 Meeting Minutes/Construction Progress Meeting #6. Director Stetson explained that the Water Utilities crew:

- is installing a pressure reducing valve for the polymer unit
- expects to receive the repaired centrifuge cover from the factory (the cover’s faulty seal leaked upon start-up; some of the sealing surface was out of specification and needed to be built-up in order for the gasket to seat)

Underwood Engineers will trace with Alfa Laval to determine how this diverter model came to be specified for Milford. The factory inspection of the diverter gate confirmed this non–water–holding model will leak, as there is no seal on one edge of the slide gate inside the machine. Alfa Laval believes Milford should run the machine with the diverter gate that Milford possesses, expecting that a surface seal will occur during operation on its own, and would leak only at start-up and shut-down. Milford and Underwood Engineers do not agree with Alfa Laval that this plan is a resolution to the issue. A better, short-term resolution is desired. Testing is not complete, and the project operations have not been accepted. Milford’s last payment has not been made. The consensus of Milford and its consultant is that the dewatering project components are not right, and that funds (estimated to be approximately \$9,000.00) should be held.

At 1:10 p.m, Vasiliki Partinoudi joined the commissioners’ meeting via Zoom and indicated that no one was in the room with her.

Chairman Putnam inquired whether the leak caused water to fall onto the floor or into the drain. Director Stetson explained that the design of the diverter gate’s metal-to-metal equipment surface, with a plate that slides beside the chute, will cause water to leak onto the floor during start-up and shut-down phases of operation. Commissioner White reiterated that payment should be withheld until the diverter leak issue is resolved. Mr. Stetson commented that is Underwood Engineers’ recommendation as well. As mentioned earlier, the repaired equipment cover is yet to be received.

Wastewater Vehicle Purchase

The Water Utilities Department seeks to replace the 2002 GMC Sierra pick-up truck. The commissioners reviewed Director Stetson's correspondence outlining vehicle specifications of two trucks, one at MacMulkin Chevrolet in Nashua and the other at Fairfields Cadillac Buick GMC in Keene, as follows:

	<u>Present Order</u>	<u>Alternative Order</u>
Make	Chevrolet	GMC
Model	1500 Work Truck, 4WD, Crew Cab	1500 Sierra
Year	2020	2020
Color	White	White
Availability	Factory Order 10 – 12 weeks	On lot, ready for delivery
Engine	4.3L, V6	4.3L, V6
<u>Dealer</u>	<u>MacMulkin, Nashua</u>	<u>Fairfields, Keene</u>
Cost	\$25,885.00	\$25,800.00

Mr. Stetson proposed a change in vendor of the previously approved vehicle by the Board, by canceling the factory vehicle order placed with the MacMulkin dealership, as there was no assurance that the order could be filled since there was no status of any factory orders, to enable the purchase/delivery of a similar vehicle from Fairfields of Keene, following cancellation verification from MacMulkin. The 2002 GMC Sierra will be sold at auction. Discussion of pages containing vehicle specifications followed. Without a formal vote, it was the consensus of the Board to approve the change in vehicle vendor with the stipulation that the MacMulkin dealership would provide proof of the truck order cancellation.

Office Relocation Plan

Director Stetson recommended situating the limited-part-time billing clerk on a long term basis within the same small office as the full-time billing clerk would facilitate communication and workflow efficiency to serve the water and sewer account customers. Situating the Water Department Foreman within the same office shared by the Wastewater Operations Foreman and the Collection System Foreman would similarly improve communications instead of. The lead equipment operator will relocate to the SCADA equipment room off of the lobby, the water/wastewater staff members' work area. With the commissioners in agreement, Mr. Stetson will put this plan into action.

He recommended removing the carpeting in the conference room/director's office and admin's office and installing an epoxy coated floor. To accomplish this, the director and admin would need to relocate to the lobby area. The kitchen/break area could double as a temporary conference meeting room. Should in-house staff be the ones to accomplish the change from carpeting to epoxy, this work should be scheduled when in-house staff is more available to be indoors (versus road project season). There is no urgency on this. More research will be done, product samples, and prices will be obtained, in addition comparing prices to just replace the carpeting in the areas, as well as longevity of carpet versus epoxy coated flooring as well.

Activities Report

Reviewed by the commissioners without comments or questions.

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

At 1:33 p.m., the motion made by Chairman Putnam to enter into the non-public session per RSA 91-A:3,II(a) for the purpose of discussing personnel, seconded by Mr. White, was unanimously approved. The motion carried by the 3/0 “aye” votes during the roll call as follows:

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

Adjournment – The meeting adjourned at 2:02 p.m.

Future Meetings

- Tuesday, 5/26/20 6:00 p.m. at the Water Utilities Department, 564 Nashua Street

Michael Putnam, Chairman

Date

Robert Courage, Vice-Chairman

Date

Dale White, Commissioner

Date