

Milford Water/Wastewater Commissioners'
Meeting Minutes
October 31, 2017

Present: Robert E. Courage, Chairman
Dale A. White, Commissioner
David Boucher, Director, Videographer
Evelyn Gendron, Recording Secretary
Absent: Michael E. Putnam, Vice-Chairman

Call to Order & Introductions – Chairman Courage called the meeting to order at 12:50 p.m.

Decisions/Approvals

Approval of Meeting Minutes – 10/17/17

Upon motion made by Commissioner White, seconded by Chairman Courage, it was unanimously voted 2/0 to approve the minutes of the October 17, 2017 commissioners' meeting as presented.

Sewer Abatement Request (Lawn Care) – Upon motion made by Commissioner White, seconded by Chairman Courage, the commissioners unanimously voted 2/0 to abate \$523.60 from the sewer portion of the 2017 invoice number 198720, with the amount of abated sewer usage being calculated as 11,900 cubic feet, as a one-time abatement due to the leaking irrigation system in accordance with the recommendation of Director Boucher.

Fire Suppression & Engineering Services, WWTF Emergency Generator Project

- Tabled 10/17/17 for additional pricing/research following discussion of the Underwood Engineers' October 5, 2017 email that conveyed their sub-consultant's cost to evaluate and price the WWTF's electrical room fire suppression safety options, in addition to separate design/construction engineering/installation costs.
- Massachusetts Fire Technologies, Inc. (Springfield, MA) will submit a fire suppression system design/installation quote, likely similar to a FM-200 or Novack chemical system, in response to the emailed WWTF generator room dimensions and photographs.

HVAC System Trustee Check Requests (Water & Sewer)

- The 2016/2017 Water Utilities Department HVAC Upgrade Project is complete and retainage has been released. The original, estimated project cost was \$375,000. Total project expenses totaled \$237,120.04 and will be split 50/50 between water and sewer capital reserve accounts. Project work entailed removing all of the existing HVAC equipment including duct work, the roof mounted HVAC unit and control center equipment. It also included installing a new HVAC unit on the roof, new duct work and a new control center.
- Upon motion made by Chairman Courage, seconded by Commissioner White, it was unanimously voted 2/0 to withdraw \$118,560.02 from the water capital reserve fund and \$118,560.02 from the sewer capital reserve fund for the 2016/2017 Water Utilities Department HVAC Upgrade Project. The commissioners signed the two check request transfer forms as presented, which will be submitted today in anticipation of the 11/1/17 Trustees Meeting.

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Discussion/Information Items

Water Exploration Project Update – Emery & Garrett Groundwater Investigations

- Additional historical Curtis Well and Kaley Park well test information has been sent to EGGI for review, reproduction and return.
- EGGI anticipated that Phase One would require 60 – 90 days. December 11th is the 60 day mark.

10 Year Water Master Plan & Rate Study – Update (Weston & Sampson)

- A wide variety of additional information has been sent to W & S including water pressure/flow rates, pipe conditions, ages, water main sizes, areas dug, suspected pipe ages determined according to gate box ages (Milford's oldest water infrastructure is dated 1889).
- W & S will populate Milford's data into computer models. Milford's oldest 4" and 6" water mains experience constricted flow, and are at risk for corrosion damage. It is a high priority for W & S to provide computer model results as soon as possible so that the Water Utilities Department and the Board of Commissioners can decide which water mains should become next year's road projects (to be coordinated with DPW paving crew plans) and allow for proper cost estimations for the 2018 Water Department budget line items, plan for the 2018 deliberative session warrant article presentations, meeting with the Budget Advisory Committee, etc.

WWTF Emergency Generator Project – Update (Underwood Engineers)

- G. A. LaFlamme's generator shipment schedule was distributed/discussed. The stand-by generator should be on-site November 6th for testing at the main pump station. The generator should be in Milford prior to November 24th.

Items Not Appearing on the Agenda

- Commissioners inquired of the South Street (Salt Creek) sewer project's level of inspection, the laying of pipe, trench cuts, slopes and the material provided. As Director Boucher has been on-site and took photos, he reported he is confident in the system pressure tests performed by UTS, in addition to the pipe fills/tests performed by the Collection System crew. He believes final paving will occur soon near Brennan and McKay and will coordinate interdepartmental work.
- Second draft changes to Milford's updated sewer overflow emergency response plan will be sent to the NH DES.

Activities Report

- The commissioners are satisfied with the level of details appearing on recent biweekly reports.
- The Fall hydrant flushing program continues. At program completion during November, the list of self-draining/non-draining hydrants will be finalized, as well as deciding how many should be converted with plugs during 2018 to non-draining hydrants. .

Miscellaneous Water Utilities Department Projects

- Photos were distributed of work done to the F-250 truck. The truck bed was removed; the frame is in good shape, the list of truck parts replaced was itemized. The body will be installed by North American Equipment Upfitters.
- A Penta Corporation representative was on-site to review the extent of the five remaining punch list items relative to the U.V. Disinfection Building project which should be completed before the onset of winter weather.

- A problem at Curtis Well (supplemental) pump #2A has been detected; could be a check valve issue. A contractor will be scheduled to inspect and recommend repairs.

Non-Public Session RSA 91-A:3, II(a) Personnel At 1:24 p.m., Commissioner White made the motion to enter into non-public session for the purpose of discussing personnel. Chairman Courage seconded the motion. Motion passed 2/0. At 2:04 p.m., the meeting resumed to public session. Commissioner White made the motion to seal the non-public session minutes, motion seconded by Chairman Courage.

Future Appointments/Meetings: Tuesday, November 14, 2017 at 6:00 p.m. held at the Water Utilities Department, 564 Nashua Street.

Adjournment The Board unanimously adjourned the meeting at 2:05 p.m.

Robert E. Courage, Chairman

Date

Dale A. White, Commissioner

Date