

Milford Water/Wastewater Commissioners'
Meeting Minutes
November 14, 2017

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

Call to Order & Introductions – Chairman Courage called the meeting to order at 6:05 p.m.

Decisions/Approvals

Approval of Meeting Minutes – 10/31/17

Upon motion made by Commissioner White, seconded by Chairman Courage, it was unanimously voted 3/0 to approve the minutes of the October 31, 2017 commissioners' meeting as presented.

Water Users Fee/Tax Collector's Warrant – October 2017 – The commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of water users fees for the October 2017 Bill Commitment 171031 in the amount of \$130,448.45 and for the October 2017 Final Bills issued in the amount of \$6,424.53.

Sewer Users Fee/Tax Collector's Warrant – September 2017 – The commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of sewer users fees for the October 2017 Bill Commitment 171031 in the amount of \$153,004.85 and for the October 2017 Final Bills issued in the amount of \$722.77.

Water/Sewer Entrance Fee Waiver Request – Contemporary Automotive

- The commissioners reviewed Mr. Hammer's 10/27/17 correspondence which summarized off-site water/sewer line engineering and construction expenses exceeding \$350,000.00. He requested water/sewer entrance fees for only the dealership's building at 30 Hammond Road be waived, since ownership and control of the water/sewer lines would ultimately be transferred to the Town, and that the Town would benefit when new water/sewer customers connect to Nathaniel Drive in addition to a road yet to be developed/named.
- Director Boucher's entrance fee calculations consisted of the following totals, based upon the Elm Street dealership's averaged 2016/2017 cubic foot dealership usage/expenses:
\$ 4,134.36 (calculated water entrance fee: \$7.86 x 526 averaged gals/day)
\$ 6,370.00 calculated sewer entrance fee: \$12.11 x 526/averaged gals/day)
\$10,504.00 total water/sewer proposed entrance fees for this 30 Hammond Road dealership
- Water and sewer main extensions are uncommon, and water/sewer entrance fee waivers are always considered on a case-by-case basis. New customers will typically choose to connect to a newly established water main, and would be required to connect to the sewer system if their structure is within 100 feet of a sewer main.

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- Historically, impact fees to Milford's water and sewer systems were assessed by the Community Development's Building Department, back when impact fees were waived for the Stabile Company's development known as The Reserve off of Federal Hill. The oversight of water sewer "entrance fees" to established mains later transferred to the auspice of the Board of Water/Sewer Commissioners. The commissioners recalled the Ponemah/Emerson Road water main/sewer pump station projects, for which the Stabile Company covered the entire water/sewer entrance fee costs for 73 lots.
- The Hammond Road dealership property development is advantageous to expanding the Milford Water Utilities' customer base, and is in lieu of the Town's experiencing engineering and construction costs. Mr. Hammer's correspondence requested only the dealership property's entrance fees be waived versus consideration of the entire area available for development to be waived. The commissioners acknowledged, for the record, their confidence that each water/sewer entrance fee request received is cautiously and thoroughly considered on a case-by-case basis.

Upon motion by Vice-Chairman Putnam, seconded by Chairman Courage, the commissioners voted unanimously 3/0 to approve Mr. Hammer's Water/Sewer Entrance Fee Waiver Request for the 30 Hammond Road Contemporary automotive dealership in the amount of \$10,504.00 as calculated by Director Boucher.

Decisions/Approvals Item Not On the Agenda

WWTF Dewatering Upgrade (Underwood Engineers)

- The commissioners reviewed Underwood Engineers' November 13, 2017 four page document entitled Engineering Services Request, Authorization to Proceed, relative to the WWTF's Dewatering Upgrade project. As the proposed scope of services to achieve the dewatering upgrade engineering evaluations as well as to advance the selected alternative to 30% design completion, Director Boucher feels that the level of detail included is sufficient to submit to the Budget and Bond Committee and to present to voters at the town meeting in March 2018.
- The original belt filter press dewatering equipment would remain in place and serve as a back-up unit. Director Boucher circulated the layout prepared during the recent Sewer Department 10 Year Plan depicting the room measurements would allow for two dewatering systems within one room.
- The newer BFP system claims to accomplish dewatering without thickening sludge. With the right polymer mix, multiple benefits would result: the dewatering goal of 4% thickened sludge could be accomplished, while resulting in a drier final product that would reduce transportation weights.
- Underwood Engineer would not delay to identify up to three companies qualified to design specifications to update the dewatering equipment. UE proposes to complete the project tasks within 120 days of receipt of a signed agreement.

Upon motion by Chairman Courage, seconded by Vice-Chairman Putnam, the commissioners voted unanimously 3/0 to proceed with Underwood Engineers' November 13, 2017 ESR #7 as presented for the dewatering upgrade, in the amount of \$52,500.00, and this cost may be paid from the sewer capital reserve fund, if determined to be necessary.

Discussion/Information Items

Water Exploration Project Update (Emery & Garrett Groundwater Investigations)

- As December 11th is the 60 day mark for Phase I, receipt of progress details is anticipated by the next commissioners' meeting, November 28th ..

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

- Director Boucher will schedule Mr. Jeff Provost to attend the next commissioners' meeting to discuss capital improvement projects and asset management program mission statements with respect to public relations.
- As W & S has completed the computer modeling work, it is expected that the areas in town with deficient water mains will be presented for discussion/prioritization/planning.

WWTF Emergency Generator Project – Update (Underwood Engineers)

- G. A. LaFlamme's project progress is within schedule. The stand-by generator is at the Main Pump Station, connections were tested, and it is operating correctly.
- A price quote is expected for a controller to indicate the direction of pump rotation, necessary for safely operating the new emergency generator. The new generator should be received by 11/27 and will be installed on 11/28.
- Mr. Charles Corliss, NH DES Oil Compliance Section, will be on-site 11/21 at 9:30 a.m. and will advise whether additional spill prevention equipment will be necessary, and to discuss requirements to update the NH DES fuel/underground & aboveground storage tank permits. Vice-Chairman Putnam expressed interest in attending this on-site inspection.

Fire Suppression & Engineering Services, WWTF Emergency Generator Project

- Mass. Fire Technologies' original fire suppression system quote was priced at \$23,814.89.
- The commissioners reviewed the November 8, 2017 email from Mr. Darren Birchall, Massachusetts Fire Technologies, which included:
 - The November 7 "solid" quote of \$24,295.30 (\$480.41 increase compared to the original quote) for the Water Utilities' CO2 fire suppression system, with the note that "customer's electrician will be responsible for all electrical wiring with consultation from Mass Fire Technologies."
 - Mention that "the hazardous (high pressure) shipping cost had been added
- Vice-Chairman Putnam explained that the fire suppression system's engineering had been accomplished by Mass. Fire Technologies in order to provide the updated price quote. He detailed how a suppression system with CO2 would function to extinguish a fire and allow personnel ample notice to vacate the generator room. He addressed general, operational inquiries of the fire suppression system.
- Relocating the emergency generator indoors reduced the original project cost. The \$24,295.30 fire suppression system, as quoted by Mass Fire Technologies, will be added to Underwood Engineers' project costs.

Upon motion by Commissioner White, seconded by Vice-Chairman Putnam, the commissioners unanimously voted 3/0 to approve the Massachusetts Fire Technologies' November 7, 2017 not-to-exceed price of a CO2 fire suppression system in the amount of \$24,295.30, recognizing that the wiring cost yet to be incurred by an on-site electrician would be in addition to the Massachusetts Fire's cost.

Activities Report

- The commissioners reviewed the lists of accomplishments and planned activities.
- Director Boucher addressed the commissioners' inquiry regarding the anticipated end date of the fall hydrant flushing program: this work should be completed by 11/17/17.

Discussion/Information Items Not on the Agenda

- The first payment toward the purchased sewer flushing equipment has been received from the Wilton Sewer Department.
- Vice-Chairman Putnam will meet with Mr. Jack Sheehy, Finance Director, to determine how soon the 2018 Milford Water Utilities sewer budget numbers will be available in order to convey the inter-municipal 2018 estimated projects costs required by the Wilton Sewer Department in order to finalize their 2018 budgets.

Non-Public Session RSA 91-A:3, II(a) Personnel At 6:55 p.m., Vice-Chairman Putnam made the motion to enter into non-public session for the purpose of discussing personnel. Commissioner White seconded the motion. Motion passed 3/0. At 7:23 p.m., the meeting returned to public session, with Vice-Chairman Putnam making the motion to seal the non-public session minutes. That motion was seconded by Commissioner White and passed unanimously 3/0.

Future Appointments/Meetings: Tuesday, November 28, 2017 at 6:00 p.m. held at the Water Utilities Department, 564 Nashua Street.

Adjournment The Board unanimously adjourned the meeting at 7:24 p.m. with the motion made by Vice-Chairman Putnam, seconded by Commissioner White.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date