

**Milford Water/Wastewater Commissioners'**  
**Meeting Minutes**  
**May 1, 2018**

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

**Call to Order & Introductions** – Chairman Courage called the meeting to order at 6:00 p.m.

**Appointment**

Ms. Andrea Kokko Chappell and Mr. Nate Ball were present this evening to discuss their plans to develop a property lot next to 23 Myrtle Street, updating information originally discussed with the commissioners in November 2017, and the best options for connecting proposed and the existing water utilities. Director Stetson distributed a packet of information including sketches prepared by in-house staff and included several talking points relative to the water/sewer infrastructure in the immediate vicinity. Limitations of the existing 4" water main ending at 11 Myrtle Street from a 6" main on Mont Vernon Street were considered. As an easement would be necessary, Mr. Ball said they would pursue same. While reviewing engineering maps, the commissioners discussed at length the details regarding properly locating a flushing hydrant at the new property, the advantages of connecting to the current 4" sewer service line compared to upgrading to a 6" line.

Upon motion made by Commissioner White to approve this project with regard to the water and the sewer services, as shown on the plan, with the exception of where the plan shows replacement of the existing 4" sewer line to become a 6" line, the commission's requirement will be for it to remain as a 4" sewer line. Vice-Chairman Putnam seconded the motion. Motion carried with a 2/1 majority vote, with Chairman Courage opposed. Mr. Ball gave a set of project water/sewer plans to Director Stetson for the Water Utilities Department's use.

**Decisions/Approvals**

**BOC Meeting Minutes** – 4/17/18 – Tabled as a May 15, 2018 agenda item.

**Water Users Fee/Tax Collector's Warrant – April 2018** – The commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of water users fees for the April 2018 Bill Commitment 180430 in the amount of \$104,764.40 and for the April 2018 Final Bills issued in the amount of \$775.47.

**Sewer Users Fee/Tax Collector's Warrant – April 2018** – The commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of sewer users fees for the April 2018 Bill Commitment 180430 in the amount of \$154,371.91 and for the April 2018 Final Bills issued in the amount of \$383.46.

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#### G. A. LaFlamme Emergency Generator Project Applications for Payment #4, and #5

Following inquiries by the Chairman of the significant completion status following the anticipated receipt of parts, as well as retainage for the one year warranties, Chairman Courage signed both applications for payment as presented:

\$21,423.90	Payment Application #4
\$21,284.18	Payment Application #4

Vice-Chairman Putnam expressed displeasure with the delays experienced to date with the Emergency Generator Project.

#### Sewer Abatement Request – 100 Amherst Street

Upon motion made by Vice-Chairman Putnam, seconded by Commissioner White, the Board unanimously voted 3/0 to abate \$155.32 from the sewer portion of the 2018 invoice number 205079, with the amount of sewer usage being calculated as 3,530 cubic feet, as recommended by Mr. Kris Jensen, Water Department Foreman, and Director Stetson, in consideration of the pipe that had burst.

#### Discussion/Information Items

##### NHDES Wellhead Protection Program

Director Stetson explained that a consultant will be adding/deleting/updating NH DES spreadsheet details and meeting with local businesses, within a protected wellhead radius identified by the NH DES, as Potential Contamination Sources. The goal is to regularly communicate with business owners regarding best practices to ensure safe drinking water for the Milford Water System, and to prevent users of large quantities of harmful substances from polluting Milford's drinking water. On-site meetings will be conducted by the consultant to ensure proper completion of questionnaires and surveys, as is necessary every three years. Director Stetson will follow up with businesses as necessary.

##### King Street Water Main Replacement Project

This project's proposed start date is July 30<sup>th</sup> to replace the water main on King Street. Distributed to the commissioners were the quotes solicited and received for King Street water main materials:

\$31,402.64	EJ Prescott
\$33,555.06	Core & Main (formerly HD supply)
\$38,608.04	FW Webb

Also distributed were the two quotes had been solicited/received for King Street water main equipment: gas powered saw for ductile iron pipe:

\$3,100.00	EJ Prescott (with a water tank and spare chain)
\$3,210.40	FW Webb (with a water tank)

The commissioners received a three-page breakdown of project tasks, project staff members to be assigned tasks, projected start/end dates for preparing the project site and working on-site, as well as the 15 identified King Street properties to be involved with this project.

Three sealed bids were on the table this evening received from contractors to perform the excavation project work, in response to the verbal solicitations of the Water Department Foreman. Prior to the sealed bids being opened, Commissioner White stated for the record that since his company, Leighton A White, Inc., he would recuse himself from making a decision should the Leighton A White company be determined as the apparent low bidder for this project, and that it would be “business as usual” should the Leighton A White company not be the apparent low bidder. Chairman Courage opened and read aloud the sealed bids for the King Street Water Main replacement Project as follows:

\$18,000.00	Wetherbee Plumbing & Heating, for an excavator, trucking, two men and the deposit/balance of payment terms outlined
\$ --varied---	Mark Danforth, with hourly rates identified for assorted trucking vehicles, no lump sum provided
\$49,265.00	Leighton A White, Inc., for a very detailed, lump sum quoted project detailing equipment sizes, manpower, and materials involved

Discussion ensued regarding written, lump sum bid specifications not having been distributed to the companies solicited, resulting in a wide variety of “blind bid” responses, the companies having submitted will be notified that the inconsistent bid submissions warrant a different bid approach for a project of this water main scope and content. Mr. White stated that the bid submitted by the Leighton A White Company is withdrawn without a rebid and expressed his dissatisfaction that hourly rates for local businesses have been publically announced without the ability to award this project, which cannot happen again. Following discussion, Chairman Courage expressed this project would be better re-bid on an hourly basis, with written specifications, and understands that the new Water Foreman and new Director will obtain better project bids next time. DPW’s paving plan for the summer season is very needed. Director Stetson will contact DPW for an updated paving schedule. Fieldstone Land Surveying will be phoned tomorrow to aid with revisions for a formal project specification/scope. Without a formal vote, the commissioners unanimously in agreement that the King Street water main project will be rebid, with engineering details included, with Water Utilities Department staff performing the project inspections for the chosen bidder.

#### 2019-2024 WUD Capital Improvement Program

Director Stetson responded to the commissioners’ inquiries of his listed existing, new and recommended CIP projects for 2019 – 2024 with dollar values above \$75,000.00. The CIP deadline is May 30<sup>th</sup>. Additional information will be obtained and discussed with the commissioners. Reduced pressure is required in the vicinity of Falkner Street; Vice-Chairman Putnam will obtain and provide additional information.

#### Activities Report – Reviewed by the commissioners.

#### Miscellaneous Water Utilities Department Projects

The commissioners were very pleased to receive the written status of 20+ ongoing, outlined active projects currently being overseen by Director Stetson, with the Water Utilities staff’s cooperative assistance. The commission looks forward to continued updates in this format. The future expansion plans of Hitchiner Manufacturing will very much involve Water Utilities’ staff’s attention. Financial statements were distributed to the commissioners for review.

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

At 7:15 p.m. the Board unanimously voted 3/0 to enter into Non-Public Session for the purpose of discussing personnel and land. The non-public meeting minutes, to be approved during the May 15, 2018 BOC meeting while in non-public session, will reflect motions and decisions relative to matters discussed.

**Future Appointments/Meetings: Tuesday, May 15, 2018 at 6:00 p.m.** held at the Water Utilities Department, 564 Nashua Street.

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Robert E. Courage, Chairman

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Date

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Michael E. Putnam, Vice-Chairman

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Date

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Dale A. White, Commissioner

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Date