

Milford Water/Wastewater Commissioners'
Meeting Minutes
May 15, 2018

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

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

Decisions/Approvals

Approval of Meeting Minutes – 5/1/18

Upon motion made by Vice-Chairman Putnam, seconded by Commissioner White, it was unanimously voted 3/0 to approve the minutes of the May 1, 2018 commissioners' meeting as presented.

Discussion/Information Items

South Street Manhole Covers Director Stetson explained that because Nathaniel and South Street force main sewer manholes were not finished, graded or paved, a Water Utilities crew is being sent to improve the safety and appearance, and that the contractor previously involved at the site had been invoiced for services performed. The sewer manhole located across from Nathaniel Drive on South Street has a finish grade higher than the road shoulder. The manhole casting is set directly on the enclosure. The enclosure is set to the depth that cannot be changed due to the depth and slope of the force main piping. A finish grade that is higher than the road shoulder will help prevent the force main enclosure from filling with seasonal rain and snow melt water. Discussion points included the frame and cover design (could have been a smaller thickness), the elevation was not a necessity, and that the roadside finish should not have remained as it had been. Going forward, Water Utilities will keep to a higher project oversight standard, in addition to contracting a full-time, on-site project inspector, for projects of a similar magnitude and when multiple project accomplishments compete for the WUD staff's availability.

Curtis Wells Flow Test Results The commissioners received and reviewed the information following the May 3rd flow test results regarding the three Curtis Wells, which yielded the following recommendations:

- Because the CW #1 specific capacity has declined 25% since being cleaned in 2002, a quoted price of \$13,250.00 has been received to clean, redevelop and inspect the pump equipment.
- Because the CW #2 specific capacity has declined 27% since the 2006 cleaning, a quoted price of \$13,250.00 has been received to clean, redevelop and inspect the pump equipment.
- Although the CW#2A specific capacity has declined 19% since the 2017 flow test, no action is recommended by the contractor at this time.

Upon motion made by Chairman Courage, seconded by Commissioner White, it was unanimously voted 3/0 to approve the expenditure of \$26,500.00 utilizing Water Capital Reserve funds to clean and

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redevelop the Curtis Wells #1 and #2, to be performed by Maher Services, Inc., of North Reading, MA, as per the Scope of Work details of their Proposal #MS-3509 dated May 14, 2018.

King Street Water Main Replacement Project Director Stetson explained proposed project details contained within five pages which were distributed to the commissioners to revisit the possibility of completing the King Street Water Main Replacement Project as an in-house project involving 13 homes while King Street will be “opened” for other work this summer, with a proposed start date of July 30th and the end paving would be performed in conjunction with Milford DPW when they would also be working on King Street. Answering the commissioners’ questions, Mr. Stetson indicated that the timing would be tight but doable prior to the five year moratorium that will follow the DPW’s planned King Street paving project, a departure from the previous meeting’s decision to contract out the project work through a bid process. Mr. Stetson is well aware that the WUD staff must not delay DPW’s planned King Street work. The two departments’ efforts must be well coordinated and WUD must initiate the road opening permit. Mr. Stetson felt confident this King Street project work would not interfere with the planned Clinton Street work to be performed by the Water Department staff. The identified tasks outlined were discussed.

Upon motion made by Vice-Chairman Putnam, seconded by Chairman Courage, it was unanimously voted 3/0 to rescind the decision during the previous commissioners’ meeting to contract out the King Street Water main Replacement Project via a bid process and approve Director Stetson’s plans to accomplish the project goals in accordance with the scope of work, project costs summarized, the project schedule and tasks outlined by Director Stetson.

NPDES Permit Parameters, Reduction to Surrounding Towns’ Industrial Septage Following Mr. Stetson’s explanations that the trend of septage being received is that a NPDES permit violation may occur unless the risks associated with receiving septage from industrial and commercial sources, he stressed that the wastewater treatment process main goal is to improve the quality of outgoing effluent, it is necessary to reduce certain sources of septage via septage haulers: industrial and commercial from the surrounding towns. Additional measures may become necessary, but this is an important first change in septage operations while the process is being closely monitored. Additional septage history will be emailed to the commissioners.

2019 – 2024 WUD Capital Improvement Program The commissioners received Director Stetson’s draft list of 2019 – 2024 WUD Capital Improvement Program. To qualify as a CIP project, the cost must be \$75,000.00 or more. May 30, 2018 is the deadline for submittal to the Community Development Director. The draft CIP list headings included:

- CIP existing 2018 – 2023:
 - ✓ 2018 Dewatering Upgrade, Dewatering project centrifuge purchase
 - ✓ 2019 WAS Holding Tanks, MLE Process Upgrade, Gravity Thickener Mechanism
 - ✓ 2020 Effluent filtration, Influent Screenings Conveyor, Primary Water Clarifier Mechanism,
Secondary Water Clarifier
- NEW CIP 2019 – 2024:
 - ✓ 2019 Water/Collections Backhoe Replacement
 - ✓ 2019 Water Main Elm Street and Union Street to Endicott Park (replace 8” with 12”)
 - ✓ 2019 Water Main Nashua Street between Clinton St & High St (replace 6” with 12”)
 - ✓ 2019 Water Main Nashua Street between Shepard St and Powers St (replace 6” with 12”)

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- parallel to existing 10”)
- ✓ 2019 New Water Source Groundwater Exploration and Test Drilling
- ✓ 2020 Brookview Water Pump Station Improvement
- ✓ 2021 Falconer Avenue Area 30 Individual Booster Pump Installation
- ✓ 2024 Curtis Wells SCADA Instrumentation Replacement and Upgrades
- Recommended Projects:
 - ✓ Water Meter Replacements
 - ✓ WUD Asset Management Software
 - ✓ WWTF Influent Rag/Grit Removal Upgrade – and headworks
 - ✓ WWTF Influent meter valves and meter replacement
 - ✓ WWTF Plant Water Upgrade
 - ✓ WWTF High Flow Bypass
 - ✓ Water Van Replacement
 - ✓ SCADA PLC Replacement
- Projects With Contingencies:
 - ✓ New Water Source Groundwater Exploration Equipment and Water Main Installation
 - ✓ Wilton Water Interconnection

At the commissioners’ request, Director Stetson will create some “placeholder space” between calendar years and resubmit information at the next meeting.

Activities Report – Reviewed by the commissioners.

Miscellaneous Water Utilities Department Projects – Director Stetson apprised the board of on-going project updates. The SCADA radio work in compliance with FCC regulations was completed today.

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

At 6:57 p.m. upon the motion made by Vice-Chairman Putnam, 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 29, 2018 BOC meeting while in non-public session, will reflect motions and decisions relative to matters discussed.

Future Appointments/Meetings: Tuesday, May 29, 2018 at 6:00 p.m. held at the Water Utilities Department, 564 Nashua Street.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date

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