

Milford Water/Wastewater Commissioners'
Meeting Minutes
May 29, 2018

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

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

Decisions/Approvals

Approval of Meeting Minutes – 5/15/18

Upon motion made by Commissioner White, seconded by Chairman Courage, it was unanimously voted 2/0 to approve the minutes of the May 15, 2018 commissioners' meeting as presented.

2019 – 2024 Water Utilities Department Capital Improvement Program

Director Stetson distributed the updated CIP project 2019 – 2024 project list with some highlighted projects spread out over time, which included:

- New, planned 2019 Water Main Improvements include:
 - Elm Street and Union Street to Endicott Park, replace 8" with 12"
 - Nashua Street between Clinton St & High Street, replace 6" with 12"
 - Nashua Street between Shepard St and Powers St, replace 6" with 12" parallel to existing 10"
 - Linden Street from Olive to Riverview, replace 4" with 8"
 - Riverview Street, replace 4" with 8"
- New, planned 2020 WWTF SCADA PLC upgrades
- New, planned 2022 Brookview Water Pump Station Improvement
- New, planned Curtis Well SCADA Instrumentation replacement and Upgrades
- Although the Linden, Riverview, Olive and Laurel Street projects are cited as planned, the Board of Commissioners have yet to officially vote on the order of specific projects.
- Both commissioners agreed that some project costs should be included in the capital reserve account which would reduce the bond amount. The projects should be contracted out and plans, specifications and bid documents would be needed. Director Stetson will discuss the water main improvement project timelines with Weston & Sampson to determine their interest in preparing bid documentation to be completed by November or early December, and the design phase should take place this summer, if they are selected for this work.

It was noted that some projects would be bonded, some would utilize capital reserve account funds, and that attention must be given to keeping water and sewer rates updated per the engineering firm recommendations that followed rate studies. Chairman Courage recalled that the recommended schedule for a sewer rate increase was every three years. The time schedule for the next water rate increase should be received shortly from Weston & Sampson. Underwood Engineering will prepare voter information for the 2019 mid-March Town Meeting. Director Stetson will review the timelines of recommended water/sewer rate increases prior to the next commissioners' meeting.

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Discussion/Information Items

Hitchiner Manufacturing Industrial Pretreatment Program Permit Modifications (TeTon Environmental)

Director Stetson explained that a meeting was held at Hitchiner Manufacturing regarding their early 2019 construction plans. Their existing industrial discharge permit will be modified. Plans for testing waste stream are being developed. At this point, all is in order.

10 Year Water Master Plan – Asset Management Update (Weston & Sampson)

Grant funding (matching funds) request forms were completed and sent to the NH DES today. Weston and Sampson's Ten Year Asset Management Plan information was distributed to the commissioners for their review. Three items are yet to be received: the rate model, the water model, and the water age study. Director Stetson will request Weston and Sampson schedule a meeting to present information to the commissioners relative to weaknesses and the future direction.

Activities Report – The commissioners inquired of the boiler maintenance. Transportation of Milford sludge to the Merrimack wastewater treatment facility has increased. Mr. Stetson explained that septage has almost tripled. There is an increased risk of receiving higher than permitted quantities of metals in septage. Director Stetson will reach out to the haulers to further curtail septage receiving activities to reduce the possibilities of violating Milford's NPDES permit. A new employee will begin equipment operator duties as of June 11th at the Water Utilities Department. It may be a month before the well rehabilitation project can begin.

Miscellaneous Water Utilities Department Projects

- An illuminated, mobile sign will be requested of the Police Department to advertise the annual Odd/Even Day Lawn Watering Conservation Program, in effect May 1 – October 1, to be placed at the east entrance of the Leighton White Company, 138 Elm Street, and at Shepard Park on Nashua Street.
- The email sent by Emery & Garrett Groundwater Investigations dated May 25, 2018 was reviewed, announcing their plans to wrap up the electromagnetic geophysics work within the next week, then begin the electrical resistivity phase.
- The King Street water main improvement project will begin in July.
- Milford Trust Fund financial statements were received, reviewed.
- The date of the next scheduled St. Jean vehicle auction will be obtained.

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

At 6:40 p.m. upon the motion made by Commissioner White, the Board unanimously voted 2/0 to enter into Non-Public Session for the purpose of discussing personnel and land. The non-public meeting minutes, to be approved during the June 12, 2018 BOC meeting while in non-public session, will reflect motions and decisions relative to matters discussed.

Future Appointments/Meetings: Tuesday, June 12, 2018 at 6:00 p.m. held at the Water Utilities Department, 564 Nashua Street.

Robert E. Courage, Chairman

Date

Dale A. White, Commissioner

Date