

**Milford Water/Wastewater Commissioners'**  
**Meeting Minutes**  
**June 12, 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 6:30 p.m. following the non-public session which began at 6:00 p.m. relative to Non-Public Session – RSA 91-A:3,II(d) Land. The non-public meeting minutes will be approved during a future BOC meeting while in non-public session and will reflect motions and decisions relative to matters discussed.

**Decisions/Approvals**

**Approval of Meeting Minutes – 5/29/18**

Upon motion made by Commissioner White, seconded by Chairman Courage, motion passed 2/0 to approve the minutes of the May 29, 2018 commissioners' meeting as presented, with Vice-Chairman Putnam abstaining due to not being present during the May 29<sup>th</sup> meeting.

**Water Users Fee/Tax Collector's Warrant – May 2018** – The commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of water users fees for the May 2018 Bill Commitment 180531 in the amount of \$122,934.47 and for the May 2018 Final Bills issued in the amount of \$1,632.00.

**Sewer Users Fee/Tax Collector's Warrant – May 2018** – The commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of sewer users fees for the May 2018 Bill Commitment 180531 in the amount of \$128,949.20 and for the May 2018 Final Bills issued in the amount of \$1,310.96.

**Sewer Abatement Request – S. Brown, 403 Nashua Street**

Upon motion made by Vice-Chairman Putnam, seconded by Chairman Courage, the Board unanimously voted 3/0 to abate \$781.44 from the sewer portion of the 2018 invoice number 205874, with the amount of sewer usage being calculated as 17,760 cubic feet, as was recommended by Mr. Kris Jensen, Water Department Foreman, as a result of the burst pipe circumstances discussed.

**Sewer Abatement Request – K. Collibee, 57 Patch Hill Lane**

Upon motion made by Vice-Chairman Putnam, seconded by Chairman Courage, the Board unanimously voted 3/0 to abate \$211.86 from the sewer portion of the 2018 invoice number 205629, with the amount of sewer usage being calculated as 4,815 cubic feet, as was recommended by Mr. Kris Jensen, Water Department Foreman, as a result of the running outside faucet circumstances discussed.

### 2019/2020 Water Utilities Department Third Party Electricity Pricing

Upon motion made by Commissioner White, seconded by Chairman Courage, the Board unanimously voted 3/0 to approve the Water Utilities Department's participation in the Third Party Electricity Pricing Agreement, thereby joining the Milford Board of Selectmen's prior decision to continue having remaining Town Department participate in the contract benefits/savings, as the Town's current contract expires in November.

### State Revolving Fund Sewer Grant Pre-Applications

Upon motion made by Commissioner White, seconded by Chairman Courage, the Board unanimously voted 3/0 to approve the Water Utilities Department's participation in the NH DES State Revolving Fund Sewer Grant Program for the Collection System Asset Management Plan, with total estimated costs of \$30,000.00, with the waterbody affected being the Souhegan River. This five page NHDES pre-application is for the Clean Water State Revolving Fund for FFY 2018 Loan Funds.

### Discussion/Information Items

#### 2018 Water and Sewer Rate Plan

Current water and sewer rates are not meeting present expenses. Underwood Engineers will forward information to Director Stetson as the sewer facility plan document did not reflect the Capital Improvement Plan, and updated information will be conveyed to the commissioners. The effect of a rate increases to customers based on average usage will be provided to the commissioners for review. Vice-Chairman Putnam will contact Finance Director Jack Sheehy regarding the status of 2016 Auditor's Report results.

Activities Report – Reviewed by the commissioners.

#### Miscellaneous Water Utilities Department Projects

- The Water Utilities Department is now "live" in the Novatime database.
- Engineering Details will be provided relevant to the Rolling Acres Mobile Home Park's request for a water main extension/connection, and comment on fire protection/domestic water needs.
- Septage Receiving volumes are being reviewed on an ongoing basis.

**Future Appointments/Meetings:** **Tuesday, June 26, 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

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