

Milford Water/Wastewater Commissioners'
Meeting Minutes
July 10, 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 – Chairman Courage called the meeting to order at 6pm.

Appointment – Mr. Paul Amato, Alene Candles, explained that 32 years ago a booster pump to increase sprinkler pressure had been installed at the Scarborough property, now owned by Hitchiner Manufacturing, a building situated at a higher elevation than the level serviced by the Milford Water Department. Through the years, additions were connected to the original building. Mr. Amato reported that the booster pump system had worked fine for 32 years. Hitchiner Manufacturing is considering replacing the sprinkler pump system, and Alene Candles is considering installing a new sprinkler pump system in the addition built two or three years ago, all of which has the attention of insurance underwriters. Mr. Amato's is seeking the Board of Commissioners' approval for a town-owned pump system to the level needed within the industrial park if there is a future benefit to the town. While the two companies would spend a significant sum of money, Mr. Amato indicated if resources could be pooled, they could do a better design with a town-owned pump since the Fire Department doesn't currently understand the current water system configuration looping through the fire pump and back through the street. He further explained to the commissioners that should a pump be sited inside Alene Candles' main building, then the building across the street would be without additional water. He recalled that the booster pump system installed 32 years ago had a price of \$25,000.00, and to replace the pump now would be in the \$300,000 price range. Mr. Amato will meet with representatives of Alene Candles and Hitchiner Manufacturing on Friday, July 13th and would appreciate knowing the Board's level of interest in becoming involved with a town-owned booster pump system.

Vice-Chairman Putnam expressed interest in discussing the matter further, and would like time to consider details and options. Discussion followed regarding the 12" water main having been tapped into years ago, accessing the nearby water storage tank, however the water pressure to the industrial park proved insufficient despite sufficient water volume. For the record, Commissioner White then summarized that both entities, Alene Candles and Hitchiner Manufacturing would contribute to a water pump system. Mr. Amato agreed. Mr. White asked whether one of the two entities also contribute a piece of land that could be donated for that pump system. Mr. Amato said he thought that could be worked out, as an acre would not be needed, it may be a 20 x 20, or 50 x 50 parcel. Mr. White said it would make sense to utilize the engineering firm that recently completed the Milford Water Department system assessment. Mr. Amato indicated he was uncertain of the engineering progress Hitchiner's may have completed during the past six months. Mr. White said he assumed both buildings would need to participate based upon their needs and that the Fire Department would need to also. Chairman Courage agreed with Mr. Amato that individual entities should not be managing the potential fire flow to the area, and is interested in scheduling a meeting with Hitchiner's and Alene Candles' representatives to prepare an agreement from a municipal standpoint. Mr. Amato said that the current water

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pump system involves just the two companies when sprinkler system alarms are tested, while theoretically land and buildings could be sold in the future, thereby increasing the confusing looping water pump/water main configuration. Kevin Stetson, Director of the Water Utilities Department, inquired of plans in that area for future building expansion. Mr. Amato reported there is potential for DeMoulas to expand upon their many acres of industrial land.

Decisions/Approvals

Meeting Minutes – June 12, 2018

Upon the motion made by Vice-Chairman Putnam, seconded by Commissioner White, it was unanimously voted 3/0 to approve the minutes of the June 12, 2018 meeting as presented. Approval of the June 26, 2018 BOC meeting minutes, unavailable today, will be a July 23, 2018 meeting agenda decision item.

Water Users Fee/Tax Collector's Warrant – June 2018 – The commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of water users fees for the June 2018 Bill Commitment 180629 in the amount of \$55,259.52 and for the June 2018 Final Bills issued in the amount of \$3,372.01.

Sewer Users Fee/Tax Collector's Warrant – June 2018 – The commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of sewer users fees for the June 2018 Bill Commitment 180629 in the amount of \$52,216.39 and for the June 2018 Final Bills issued in the amount of \$5,248.02.

Capital Reserve Fund Transfers

Upon motion made by Commissioner White, seconded by Vice-Chairman Putnam, the Board unanimously voted 3/0 to approve three differing payments from capital reserve funds as follows:

- \$26,000.00 Water Capital Reserve Fund – The requested check is to pay for the Phase I portion of services provided by Emery & Garrett Groundwater Investigations, LLC. The work performed is per the groundwater resource assessment for the Town of Milford Water Utilities Department as described in EGGI's proposal number 2105, dated July 27, 2017.
- \$20,075.67 Water Capital Reserve Fund – The requested check is to pay for 50% of the Water/Sewer Remote Stations Radio Upgrade project performed by Electrical Installations, Inc., in accordance with the EII proposal dated 11/16/2017 and Change Order No. 1 dated 4/10/18. The other 50% cost will be paid for utilizing the Sewer Capital Reserve Fund. This project entailed 9 Esteem radios and the Change Order included additional radios and equipment.
- \$20,075.68 Sewer Capital Reserve Fund – The requested check is to pay for 50% of the Water/Sewer Remote Stations Radio Upgrade project performed by Electrical Installations, Inc., in accordance with the EII proposal dated 11/16/2017 and Change Order No. 1 dated 4/10/18. The other 50% cost will be paid for utilizing the Water Capital Reserve Fund. This project entailed 9 Esteem radios and the Change Order included additional radios and equipment.

Discussion/Information Items

Drought Potential (Update)

Director Stetson distributed the email received from Ms. Stacey Herbold, of the NHDES Water Conservation Program, entitled Drought Update: 45% of New Hampshire in Moderate Drought, which cited details of NH continuing to receive less than average rainfall and experience above average temperatures. Also distributed was an eight page U.S. Drought Monitor informational package dated July 3, 2018 detailing NH's local

conditions and weather forecast statements. The season's abnormally dry conditions have not yet reached a critical stage.

June/July 2017 and June/July 2018 Supplied Water Comparison

Director Stetson distributed five pages of details regarding Milford's water works total monthly water usage between April and September 2017 and April through June 2018. Records indicate more water is being utilized this year than last year, perhaps due to more homeowners utilizing irrigation systems. Chairman Courage requested additional information be provided including the drawdown GPM comparison prior to the Curtis Wells being rehabbed. Mr. Stetson discussed the topic earlier in the day with Kris Jensen, Water Department Foreman; a spreadsheet will be prepared.

Activities Report – Reviewed by the commissioners. The commissioners received the July 6th email prepared by Mr. Ray Gordon of the NHDES in follow-up of his visit to the Water Utilities Department and discussion with Mr. Stetson regarding Milford's recent septage hauler disposal limitations and the possibility of connecting Milford with financial assistance funding which many allow increased septage activities through the State Aid Grant Plus Program (per RSA 486:3). Milford may need tankage/pumping improvements, which will be investigated in detail as part of the Dewatering program.

Miscellaneous Water Utilities Department Projects

- The Clinton Street water main improvement material/labor/contractor expenses will be tracked and a project spreadsheet discussed as the invoices are received.
- The replacement Water Department vehicle should be received in September, per the email received this morning by Foreman Jensen.

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

At 6:35 p.m. upon the roll call vote/motion:

Commissioner White: Yes

Vice-Chairman Putnam: Yes

Chairman Courage: Yes

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 July 23, 2018 BOC meeting while in non-public session, will reflect motions and decisions relative to matters discussed.

Future Appointments/Meetings: Tuesday, July 23, 2018 at 12:00 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