

Milford Water/Wastewater Commissioners'
Meeting Minutes
March 20, 2018

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

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

Decisions/Approvals

Approval of Meeting Minutes – 3/6/18

Upon motion made by Vice-Chairman Putnam, seconded by Chairman Courage, it was unanimously voted 2/0 to approve the minutes of the March 6, 2018 commissioners' meeting as amended for signature during the April 3rd meeting.

Water Abatement Request – Leaking Irrigation Meter (Rasmussen)

Upon motion made by Vice-Chairman Putnam, seconded by Chairman Courage, the Board unanimously voted 2/0 to abate \$406.43 of the 2018 invoice number 203444, due to the discovery of a leaking irrigation water meter compression fitting located in the basement which resulted in excessive water consumption, and in accordance with the recommendation of Mr. Kris Jensen, Water Department Foreman. The amount of water usage being abated was calculated as 18,816 cubic feet,

Sewer Abatement Request – Lawn Care (S. Hafez)

Upon motion made by Vice-Chairman Putnam, seconded by Chairman Courage, the Board unanimously voted 2/0 to abate \$95.70 as a one-time adjustment from the sewer portion of the 2017 invoice number 201392, with the amount of sewer usage being calculated as 2,175 cubic feet, as was recommended by Mr. Kris Jensen, Water Department Foreman, for the purpose of establishing a lawn.

Annual BOC Election of Officers –2018

Upon the motion made by Vice-Chairman Putnam, seconded by Chairman Courage, it was unanimously voted 2/0 to continue the 2018 officer positions for the Board of Water/Wastewater Commissioners the same as had been held during 2017, as follows:

Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Commissioner

WWTF Emergency Generator Project – Draft Change Order #2 (Underwood Engineers)

Chairman Courage indicated satisfaction with the detailed explanation of the proposed net increase of the generator replacement project Change Order #2 dated, March 13, 2018 in the amount of \$18,744.33, as well as the March 20, 2018 cost detail documentation provided by Director Stetson and supporting information received from Underwood Engineers. During discussion of the description and cost impact of the items necessitating Change Order #2, Mr. Stetson explained that the proposed 14 foot section of 4 inch vent must be replaced with a 6 inch vent to comply with NH DES underground storage tank requirements. The commissioners' questions were addressed by Mr. Stetson. G. A. LaFlamme and Eckhardt and Johnson companies are positioned with all material necessary to bring the generator on-line, connect to the SCADA system, and complete this project. Eckhardt and Johnson's subcontracted labor hour/cost questions have been resolved. Mr. Stetson anticipates no additional project costs. The itemized change order details were reviewed and discussed. Vice-Chairman Putnam questioned the solenoid's dollar value appearing on the punch list. The commissioners noted that this project is approximately \$100,000 below this project's approved bond amount. Upon motion made by Chairman Courage, seconded by Vice-Chairman Putnam, it was unanimously voted 2/0 to approve the generator replacement project Change Order #2 dated, March 13, 2018 in the amount of \$18,744.33 as presented.

Water Department Vehicle Purchase – Additional New Equipment Expenses

Following discussion of Director Stetson's March 20, 2018 correspondence detailing the two vehicle quotes received and the need for the additional cost of necessary vehicle equipment changes amounting to \$2,413.00 which had been overlooked when the original vehicle specification quotes were requested/received, the commissioners voted unanimously to approve the total purchase of the new Water Department Vehicle at a price of \$25,153.00, and \$15,945.00 for the body, which is below the originally estimated \$45,000 vehicle cost. Upon motion by Vice-Chairman Putnam, seconded by Chairman Courage, the commissioners voted 2/0 to approve the additional \$2,413.00 for the truck body and the \$504.00 for the truck chassis, as recommended by Director Stetson.

Water Exploration Activities – Proposed Property Permission Survey Letters (Zones 1 – 7 Geophysics)

Upon motion by Chairman Courage, seconded by Vice-Chairman Putnam, it was unanimously voted 2/0 to request Emery and Garret to prepare the 37 property survey letters, forward all to Water Utilities to be printed on Town letterhead and mailed to identified Milford property owners, with the surveys being returned to the Water Utilities Department..

Discussion/Information Items

Activities Report – Reviewed by the commissioners.

Miscellaneous Water Utilities Department Projects

- The services of TeTon Environmental will be utilized to track and report the new South Street/Nathanial Drive alternative sewer design flow results to the NH DES, with the first report to be submitted by the June 2018 deadline.

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

The Board unanimously voted 2/0 to enter into Non-Public Session for the purpose of discussing personnel at 6:32 p.m.. The non-public meeting minutes, to be approved during the April 17, 2017 BOC meeting in non-public session, will reflect motions and decisions relative to personnel matters discussed.

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

The Board unanimously voted 2/0 to enter into Non-Public Session for the purpose of discussing land at 6:38pm The non-public meeting minutes, to be approved during the April 17, 2017 BOC meeting in non-public session, will reflect motions and decisions relative to land matters discussed.

Future Appointments/Meetings: **Tuesday, April 3, 2018 at 6:00 p.m.** held at the Water Utilities Department, 564 Nashua Street.

Adjournment The Board unanimously adjourned the meeting at 6:45 p.m.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date