



MEETING MINUTES

Wednesday, July 8, 2015 6:30 PM
Police Station – Community Room

Members present: Paul Dargie, Joe Oneail, Tim Finan, Judy Plant, Gil Archambault, and Veeral Bharucha

Members Excused: Matt Lydon

Staff present: Bill Parker, Community Development Director; Jack Sheehy, Finance Director; Mark Bender, Town Administrator

Also in attendance: Water and Sewer Commissioners Dale White and Bob Courage

July 8, 2015 AGENDA

1. Ambulance Service Project Request – Eric Schelberg
2. Water Utilities Project Requests – Dave Boucher
3. School District Project Requests – Paul Dargie
4. Meeting with the Board of Selectmen for Preliminary Input
5. Approval of Minutes: June 17, 2015
6. Other Business
 - a. Next meeting date: July 22, 2015
 - b. Other

P. Dargie convened the meeting at 6:30 PM noting that M. Lydon was excused.

Ambulance Service Project Request: Replacement of 2001 Ambulance - \$227,750 – 2018: Dargie recognized Eric Schelberg, Ambulance Service Director, who thanked the Advisory Committee for its time and volunteerism on the capital improvements planning process. He went on to explain that he was surprised at the amount of ambulance call activity that was being generated and explained that the Service is 24/7/365 and reports directly to the Town Administrator and Board of Selectmen. The Service is staffed by both paid and volunteer members and the volunteers are the backbone of the operation, and Schelberg gave a brief overview of shifts, staffing, and the new facility which houses 3 ambulances and the fleet vehicle. The ambulances include 2- 2013 models and a 2001 model that is kept as the 'ready-spare'. The 2013 ambulances serve as the primary vehicles and are certified at full paramedic level.

Schelberg explained that so far in 2015 there had been 1058 service calls, which is a pace exceeding the prior busy year of 1773 calls. Relative to usage of the ambulances, his goal is to keep the 2013 (3A and 3B) ambulances in service for ten years, spreading mileage on a 2:1 basis. This rotation pattern will prolong the life of 3B (with about 28,000 current miles) which would be rotated with 3A in five years at which time 3A will

have approximately 157,000 miles based on current call volume. The 2001 ambulance currently has over 117,000 miles and when replaced 3A with the most mileage will become the 'ready-spare'. Call volumes continue to increase with transfers from Milford Medical Center and the Isles of Ledge wood now at full capacity, and he has heard of another possible urgent care facility. There are more and more transfers to Manchester than ever and he is strongly moving towards the 5-year replacement/rotation plan.

Dargie asked if all the ambulances would be fully outfitted, and Schelberg replied that is his intent, inclusive of required cardiac monitors at \$35,000 each. T. Finan stated that even though 3A will be considered a 'ready-spare' there will actually be 3 fully equipped ambulances. Schelberg added this is also needed as an ambulance is occasionally out of service, and at anytime the Service can't respond it also means lost revenue.

G. Archambault stated that since other towns provide service to Milford when needed why 3 ambulances were necessary. Schelberg replied that a third ambulance doesn't really cost except for maintenance and insurance. Finan asked if there is an increase in revenue with the increase in call volume to which Schelberg responded yes. Discussion ensued relative to insurance and cost increases and Schelberg closed his presentation thanking the Committee.

Water Utilities Project Requests: Dave Boucher

Water Utilities Director Dave Boucher, accompanied by Commissioners Dale White and Bob Courage, referenced the 10-year Sewer Capital Improvements Plan which the department has been following and explained the following project request:

UV Disinfection Replacement - \$1,000,000 – 2016: Boucher explained that as a final wastewater treatment process water passes through a series of ultraviolet lights for disinfection. The current system is a 1991 system with only one UV channel in place. Parts are no longer available and the system is obsolete. A design is underway by the Utility's consulting engineer to add a new channel to be constructed side by side with the existing channel with the goal of utilizing the older channel as a backup. Boucher explained that this was both urgent and necessary and with more efficient designs there may be credits available from Eversource. Boucher added that the \$1m pricetag could be high as the project has not gone out to bid.

Dargie asked if the project would be paid by the sewer users and Boucher said it would be paid for out of the capital fund and bond issue. B. Courage further explained the use of the capital reserve funds which are used for capital projects and there is approximately \$379,000 in the sewer fund and \$746,000 in the water fund. Bond issues are also necessary for these projects. Archambault asked if this goes to Town vote and the reply was only if bonded. V. Bharucha asked what the lifespan of the system was and Boucher said about 20 years and technology is always changing.

Discussion followed on how Water Utility projects should be incorporated in the CIP, and Dargie noted there may need to be a separate section since these projects are often paid for by only the users rather than the entire taxpaying public.

Administrative Building HVAC Upgrade - \$250,000 – 2016: Boucher explained that the facility's original 1979 system was installed in 1982 and there exists problems with maintaining consistent temperatures, which is particularly critical in the lab, that it is also difficult to find parts of service technicians due to the antiquated

system, the system is extremely inefficient and costly. The Utility's consulting engineer is looking at design and options, including possible natural gas. Boucher said more information should be available in August and that there may be some cash-in value with the recently installed compressor unit. Boucher added that this project may also be submitted for State funding.

Phase I and II New Water Source Development - \$520,000 – 2016: Boucher explained that the Utility has been conducting ongoing work to develop an additional water source although the current Curtis Wells are operating well. The Utility's contract with Pennichuck Water expires in 2022, and a new source will allow the Town to not have to rely on Pennichuck for water when necessary, and backup supply is mandated by law. Courage further explained Pennichuck's role and that the relationship has been excellent, however its rates are three times the Town's.

Phase I involves preliminary expenses relative to finalizing a well site and testing. Phase II will include land acquisition, and groundwater modeling and testing. It was explained that the costs for Phases I and II will likely be borne by all water users, and that Phase III (construction) will likely be a split between users and all taxpayers. Phase III is anticipated to being in 2 years (2017). The Committee asked Boucher to resubmit the Water Source Development projects as a 3-phase submittal so that Phase III can be incorporated into the CIP.

Discussion ensued on the importance of all town taxpayers to pay for system improvements since they are users of customers who are on the system.

School District Project Requests: Paul Dargie

2016-17 Capital Bond Project - \$5,000,000 – 2016 (2016-17 School Year) and 2021-22 Capital Bond Project - \$5,000,000 – 2021 (2021-22 School Year) : Dargie explained that the project submittals were similar to prior years and were tied into the Milford School District Capital Projects List 2015, a copy of which he distributed to the Committee members. Dargie further noted that the timing of the School Board's process does not coincide with the Town's and that the District will be doing further evaluation of which projects were highest priority. Dargie added that the one project that is definite once the bond is passed is the HVAC system at the Middle School, and that the total cost of projects could be less than the estimate of \$5m. Other projects that the District is looking at are installing air conditioning in all the schools and determining the degree of renovations necessary to bring the Bales School into ADA compliance.

Other business: None brought forward.

Motion to adjourn made by Dargie, seconded by Finan, no discussion, vote unanimous. Meeting adjourned at 8:25 PM.

Next meeting date is Wednesday, August 22nd and Parker said he would let everyone know the location.