

Milford Water/Wastewater Commissioners' Meeting Minutes

May 6, 2024

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Present: **Dale White**, Chairman, **Hunter Philbrick**, Vice-Chairman, **Robert Courage**, Commissioner, **James Pouliot**, Director, **Laura Scott**, Recording Secretary

Call to Order & Introductions Chairman White called this meeting to order at 11:02 a.m.

Press and Public Comments None

Appointments

Senior Project Engineer Scott Miller and Project Manager Myles Killar from Haley Ward Engineering came in to discuss CDS grant and upcoming work with the board. The Board and Director Pouliot expressed concerns and expectations they would have for Haley Ward for potential projects.

Decisions & Approvals

BOC Meeting Minutes – 04/22/2024 Upon motion by Vice-Chairman Hunter Philbrick, seconded by Commissioner Courage, the 04/22/2024 meeting minutes was unanimously approved 3/0, as presented by the 3:0 roll call

Hunter Philbrick: announced “Aye”

Robert Courage: announced “Aye”

Dale White: announced “Aye”

Water Users Fee/Tax Collector's Warrant – April 2024 –

After Chairman White read the Tax Collector's Water Users Fee Warrant to collect the taxes in the matter of water users fees for the April 2024 Bill Commitment 240430 in the amount of \$157,158.58 and for the April 2024 Final Bills issued in the amount of \$1,197.73 the commissioners signed this warrant as presented.

Sewer Users Fee/Tax Collector's Warrant – April 2024 –

After Chairman White read the Tax Collector's Sewer Users Fee Warrant to collect the taxes in the matter of sewer users fees for the April 2024 Bill Commitment 240430 in the amount of \$202,294.76 and for the April 2024 Final Bills issued in the amount of \$1,269.92, the commissioners signed this warrant as presented.

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Discussion & Information Items

EPA Grant – 1.5 million –

Director Pouliot discussed how unlike most grants that we are familiar with, CDS grants have more requirements, including mathing, AIS, and Davis Bacon wages. Director Pouliot has to go for training on the grant and the town is required to have 20% of the funds, estimating around \$300,000. These requirements need to be started within one year with the possibility of engineering constituting as starting, but more information is still needed before that is confirmed.

Financial and Payroll Update –

Payroll is moving along nicely and getting things with town hall in order. Still having some glitches with return mail, will need to update some addresses. It may be a couple of months before everything is in order with all loose ends. The WUD is now able to create their own invoices. All grant money that we have received since January 1st will need to go into a special module for tracking purposes and sit down with Sage and start inputting that information. Jeff has begun to reconcile all checks he has written. WUD has still had a few issues with Sage communicating with Citizens and there has been a few bounced checks, not due to insufficient funds, but Citizens thought it was a tampering/fraud issue and rejected the checks. Working with Sage to transition to Bar Harbor, hoping by end of the month to be switched over completely.

Nutrient Upgrade Update –

No update yet, RH White has asked for another week to come up with numbers for the reduced scope given.

Pennichuck Booster Pump Station Upgrade –

Construction will start within the next week, they are waiting on the site contractor to get everything prepped for building.

Distribution Crew –

Working on the new parking lot to accommodate the increase of construction workers, employees and residents. Drainage will start next week.

Chairman White mentioned that we should get a pricing on the cost to finish all renovations on pipes then make a judgement on where to proceed with projects for 2025.

Water Utilities Crew Updates –

Keeping up with Plant mowing and upkeep.

Wastewater Crew –

Started day flushing of hydrants today.

Non-Public Session (RSA 91-A:3, 11 (a)) Personnel – At 12 p.m. a motion to enter nonpublic under RSA 91-A:3, 11 (a)) was made by Vice-Chairman Hunter Philbrick, seconded by Commissioner Robert Courage, by roll call vote as follows.

Dale White: announced “Aye”
Hunter Philbrick: announced “Aye”
Robert Courage: announced “Aye”

At 12:20 p.m. motion to come out of non-public was made by Vice-Chairman Hunter Philbrick, Seconded by Chairman White, by roll call vote 3/0.

Robert Courage: announced “Aye”
Dale White: announced “Aye”
Hunter Philbrick: announced “Aye”

Adjournment – At 12:21 p.m. upon motion by Vice-Chairman Philbrick, seconded by Commissioner Courage, the meeting was unanimously adjourned by the 3/0 vote.

Hunter Philbrick: announced “Aye”
Robert Courage: announced “Aye”
Dale White: announced “Aye”

Future Meeting – 11:00 a.m. Monday, March 18, 2024: Board of Commissioners’ meeting, at the Water Utilities Department, 564 Nashua Street

Dale White, Chairman

Date

Hunter Philbrick, Vice-Chairman

Date

Robert Courage, Commissioner

Date