

**Water/Wastewater Commissioners’
Meeting Minutes
June 5, 2012**

Present: Robert E. Courage, Chairman
Dale A. White, Vice-Chairman
Michael E. Putnam, Member
David Boucher, Superintendent
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 6:00 p.m.

Non--Public Session (RSA 91A:3 II (d) Land). Chairman Courage moved to enter into Non-public session at 6:02 p.m. in accordance with RSA 91:A3 II (d) for a discussion regarding land. Chairman Courage polled Vice-Chairman White and Commissioner Putnam. Commissioner Putnam seconded the motion; all voted in favor. Upon exiting the non-public session at 6:30 p.m., Chairman Courage said there were no announcements.

Decisions:

Approval of Final Minutes – Chairman Courage made the motion to approve the minutes of the commissioners’ meeting held May 22, 2012 as amended. Commissioner Putnam seconded the motion. All voted in favor. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the May 2012 Bill Commitment 120531 and for the May 2012 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the May 2012 Bill Commitment 120531 and for the May 2012 Final Bills issued.

Abatement – 26 Briarcliff Drive – The Commissioners signed this water and sewer abatement in the amount of \$165.58, dated June 5, 2012 as presented, which the commission had approved during their meeting held April 24, 2012. The usage to be abated is 2728 cubic feet.

Approval of By-Law Adoption Procedure – Superintendent Boucher presented the Commissioners with the By-Law Adoption Procedure document prepared by Attorney Drescher which outlines procedures for public hearings and makes changes to Water Rules and Regulations. Commissioner Putnam made the motion to adopt the By-Law Adoption Procedures as prepared by Attorney Drescher. Vice-Chairman White seconded the motion. All voted in favor.

Commercial Billing Rate Change – Chairman Courage said that there was a matter from the March 27, 2012 Commissioners’ Meeting that required the Board’s decision relative to the commercial billing rate discussion with Mr. Chris Roberge, who had recently separated the plumbing in his building with three water meters to avoid being responsible for paying his tenants’ water use. Upon discussion, Chairman Courage made the motion to bill Mr. Roberge at the residential sewer rate given that his dwelling contains three individual meters. Commissioner Putnam seconded the motion. All voted in favor. Mrs. Hardwick, the Water Utilities Billing Clerk, will make this change in the water and sewer billing database.

Curtis Well Engineering Services – Superintendent Boucher distributed the Curtis Well engineering services scope of work proposed by Wright-Pierce. Upon review and discussion, Vice-Chairman White made the motion to proceed with the Engineering Services for Electrical and Mechanical Instrumentation Improvements at the Curtis Well Field as proposed by Wright-Pierce at an estimated total project cost of \$10,000.00 including expenses for 100 budgeted hours of work to design an engineering report, conduit design, obtain quotes, construction coordination and perform inspection work. Commissioner Putnam seconded the motion. All voted in favor.

Discussion/Information Items:

Septage Receiving Facility Project Update – Superintendent Boucher said a progress meeting is scheduled for 10:00 a.m. Friday, June 8th. The commissioners said their previous commitments may prevent their attendance. He apprised the commissioners regarding painting, paving and SCADA work and said it may be possible to begin accepting septage by the end of June, ahead of the originally proposed July deadline.

Wastewater Facility Generator Upgrade – Superintendent Boucher briefed the commissioners as to vendor visits held, distributed pricing details received from area companies while explaining their differences and specialties, and said he is expecting additional information. He answered Commissioner Putnam’s and Vice-Chairman White’s questions. Vice-Chairman White recommended said it is important during this investigative process to not just look at replacing old generator switchgear, but to review the cutting technology for a wastewater plant this size and decide which aspects would be most prudent to update, one that will accept a new generator in the future. He suggested Mr. Boucher invite a couple vendor reps to prepare recommendations attend the next Commissioners’ meeting. Chairman Courage said engineering specifications are needed in order to send to contractors to bid on. Superintendent Boucher will draw up an engineering proposal and contact Ranvar, Wright-Pierce and Rino in order to obtain contractor pricing for similar services/equipment. The commissioners would like the pricing process to be underway before the next meeting.

Truck 36 – Vice-Chairman White explained that it was agreed upon to determine if this truck could have a new body put onto it this year, since the transmission was determined by the Operations Foreman to be strong enough for moderate use throughout the summer, and then plan to transfer the new truck body to a new truck after the Town Vote in March. Following a review of the pricing from Donovan’s and Fairfield’s and accounting for necessary accessories, Chairman Courage made the motion to purchase a truck body and the associated frame repairs as detailed in the quote provided by Donovan Equipment Company (being the low bidder) dated June 4, 2012, quote #D06046, in the amount of \$15,710.00, to

install a new truck body and sub-frame equipped with three options: three coal doors, 8” oak side boards, semi-cover with mesh, and the Truck-36 truck frame, a 1995 International, to be reinforced. The cost is to be split 50/50 between the wastewater and water department budgets. Vice-Chairman White seconded the motion. All voted in favor. Superintendent Boucher will place the order with Donovan Equipment. The truck’s front end plow equipment will be removed.

Prospect Tank Project – Superintendent Boucher distributed the June 5, 2012 memo received from Mr. Chris Berg, Wright-Pierce regarding Prospect Hill Standpipe Removal and Flow Testing conducted May 30th and reviewed the stated recommendations and said additional information is needed, specifically comparing Stantec’s flow test results, with Prospect Tank on-line, for the hydrant located near Public Works against Milford’s test results. This topic will be discussed further at the next meeting.

May Financial Reports – Superintendent Boucher provided the reports to the commissioners for review, pointing out that the water meter transfers had not yet occurred.

Activities Report – Highlights of activities were reviewed by the commissioners. Mrs. Hardwick reported receiving a few comments but no complaints about the sewer rate increase.

New Composting Technology – Vice-Chairman White said he is in the process of obtaining information from a company in Idaho about the new technology of burning sludge to turn it into electricity. He said it meets EPA standards and is cost-efficient.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners’ meeting will be held at 6:00 p.m. on Tuesday, June 19, 2012 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Chairman Courage made the motion adjourn the meeting at 8:04 p.m. Vice-Chairman White seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date