

**Milford Water/Wastewater Commissioners' Meeting Minutes**  
**July 10, 2023**

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**Meeting ID: 816 3335 8881**

**Passcode: 310166**

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Present: **Dale White**, Vice-Chairman, **Hunter Philbrick**, Commissioner, **James Pouliot**, Director, and **James Soucy**, Deputy Director, **Evelyn Gendron**, Recording Secretary, **Laura Scott**, P/T Billing Clerk/Admin

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

**Press and Public Comments** None

**Decisions & Approvals**

**BOC Meeting Minutes – 6/12/2023** Upon motion by Commissioner Philbrick, seconded by Chairman White, the meeting minutes of 6/12/23 was unanimously approved 2/0, as presented, with two “aye” votes.

**Water Users Fee/Tax Collector's Warrant –June 2023** – 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 June 2023 Bill Commitment 230630 in the amount of \$70,489.70 and for the June 2023 Final Bills issued in the amount of \$1,203.57, the commissioners signed this warrant as presented.

**Sewer Users Fee/Tax Collector's Warrant –June 2023** – 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 June 2023 Bill Commitment 230630 in the amount of \$83,186.57 and for the June 2023 Final Bills issued in the amount of \$766.86, the commissioners signed this warrant as presented.

**Sewer Abatement – Refund** (Light of the World Christian Church, 273 Elm Street)

**Upon motion by Commissioner Philbrick, seconded by Chairman White, the sewer abatement refund in the amount of \$573.69, as recommended by Director Pouliot, was unanimously approved 2/0, as presented, with two “aye” votes. The abated sewer charges originated due to broken pipes in the forced hot water heating system. Not all the water entered the public sewer system. The amount of usage abated is 6,617 cubic feet.**

Sewer Capital Reserve Withdrawal – **Upon motion by Commissioner Philbrick, seconded by Chairman White**, the Trust Funds check request in the amount of \$21,575.00 to be disbursed to account 77502-576000 for repayment of funds used for the new dump body that was installed on a 2024 GMC Sierra 4WD 1-ton, which is the replacement for a 2008 Ford F-250 pick-up truck which will be auctioned, was unanimously approved 2/0 as presented, with two “aye” votes.

### **Items Not on the Agenda**

Weston & Sampson Value Engineering (VE) Study Proposal – Director Pouliot explained that the NHDES requires VE study bids to be sought, and that of the RFQ’s submitted on behalf of Milford, only two responses had been received. He noted that Mr. Ducharme, Hoyle, Tanner & Associates, deemed Weston & Sampson’s proposal in the amount of \$51,300.00 to be a good price, that warrant article funds would be utilized, and stated that the loan should be in place by mid-August, and of the design change which will reduce the size of a proposed building, thereby cutting costs overall. Mr. Pouliot requested the commissioners’ authorization to sign the Weston & Sampson proposal and addressed the commissioners’ inquiries. **Upon motion by Commissioner Philbrick, seconded by Chairman White, authority was given to Director Pouliot to sign the Weston & Sampson VE Study Proposal as received, in the amount of \$51,300.00.** Chairman White briefly discussed the NHDES requirement to obtain a second engineering firm’s review when a wastewater treatment facility is undergoing a major project design upgrade.

### **Discussion & Information Items**

Appropriation/Revenue/Fund Balance Reports – Director Pouliot received the financial reports late on Friday. Expenses do not exceed revenue. It was confirmed during a recent Department Head staff meeting that the auditors would return during August 2023.

Right To Know Policy – BOS -- Director Pouliot explained that the Water Utilities Department employees had signed the Town policy. Chairman White noted that the Board of Water/Sewer Commissioners has the authority to make changes pertinent to the Water Utilities Department. It was noted that Vice-Chairman Courage, absent during this meeting, may wish to suggest in the future as to whether a policy book unique to the Water Utilities Department should be considered.

Water Utilities Department Laboratory Supervisor Advertised Position – Director Pouliot explained that due to retirement, the department’s Lab Supervisor position will be vacant as of August 1<sup>st</sup>. Applications have not yet been received for this advertised position, not uncommon within the NH wastewater/drinking water fields, and that utilizing services provided by contract/outside services are being investigated. Director Pouliot will begin accomplishing/overseeing Discharge Monitoring Report activities for the mid-August submittal. Two Water Utilities Department employees are currently studying to undertake the December 2023 Grade III wastewater licensure exam.

May 2023 Financial Reports – The Board received the WWTF Fund Balance Report prepared June 7, 2023, the June 1, 2023 Water Utilities Department YTD Budget & Appropriation reports for the Water and Wastewater Funds, as well as the June 1, 2023 Revenue Report for the Water and Wastewater Funds. Updated audit information is anticipated to be available to the Board in August. Director Pouliot addressed the commissioners’ inquiries regarding the Electrical Supplies account (fluorescent bulb/LED upgrade expenditures which resulted from the WUD energy audit, as well as the Trust Fund account balance (pending Capital Reserve transfer) and Other Contracted Services (manhole rehab and slip-lining

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to potentially extend pipe longevity another 50 – 100 years). After Chairman White commented that 5.6% of the sewer budget has been used, and that the \$24M major wastewater treatment facility upgrade project is causing the sewer appropriation report to look askew, Director Pouliot indicated he looks forward to the possibility of receiving bids by November for this project. A new water booster pump station may be included in the next budget/Town vote. ARPA funds may be applicable.

Crew Updates – The Board was apprised of staff progress in a variety of disciplines including work orders, pipe crew accomplishments and gate boxes. No noteworthy wastewater treatment issues recently. The Board of Commissioners welcomed Laura Scott to the Water Utilities Department. Collection System activities such as lining and manhole rehabilitation will be discussed at a future meeting. The recent rainfall has prevented the Mayflower Tank from being painted. Milford will install a meter at the Pennichuck station, as there is a second line. Milford will establish a new billing rate within The Reserve to correct the undercharges. Recent WUD/DPW discussion was had to plan contract manhole work along Nashua and Elm Streets; the crew will assess and offer recommendations. Plans are being made for slip-lining and sewer jetting to occur during September.

Wilton Flows – Director Pouliot explained that the Wilton Sewer Department is dealing with maximum inflow/infiltration issues. Being close to their allowed limit, Milford recently received a spike of more than 5 MGD from Wilton, which must soon be addressed. Director Pouliot and Chairman White look forward to scheduling a meeting with the Wilton Sewer Commissioners.

Adjournment – **Upon motion by Vice-Chairman Courage, seconded by Commissioner Philbrick, the meeting was unanimously adjourned by the 2/0 vote at 12:20 p.m.**

**Future Meetings**

July 11, 2023: Water Rate Public Hearing 2023 meeting date, at the Water Utilities Department, 564 Nashua Street

July, 31, 2023: Board of Commissioners’ meeting, at the Water Utilities Department, 564 Nashua Street

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Dale White, Chairman

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Date

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Robert Courage, Vice-Chairman

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Date

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Hunter Philbrick, Commissioner

\_\_\_\_\_  
Date