

Milford Water/Wastewater Commissioners’ Meeting Minutes
December 1, 2025

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Meeting ID: 816 3335 8881
Passcode: 310166

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Present: **Dale White**, Chairman, **Hunter Philbrick**, Vice-Chairman, **Eric Knott**, Commissioner, **James Pouliot**, Director, **Jodie Gaffney**, Recording Secretary

Call to Order & Introductions Chairman White called this meeting to order at 11:15 a.m.

Press and Public Comments

Decisions & Approvals

- BOC Meeting Minutes – 11/17/25- Upon motion by Chairman White, seconded by Vice-Chairman Philbrick, the 11/17/25 BOC meeting minutes were unanimously approved 3/0, as presented, by the 3:0 roll call

Dale White: **announced “Aye”**
Hunter Philbrick: **announced “Aye”**
Eric Knott: **announced “Aye”**

Water Users Fee/Tax Collector’s Warrant – November 2025 –

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 November 2025 Bill Commitment 251126 in the amount of \$277,325.75 and for the November 2025 Final Bills issued in the amount of \$14261.80, the commissioners signed this warrant as presented.

Sewer Users Fee/Tax Collector’s Warrant – November 2025 –

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 November 2025 Bill Commitment 251126 in the amount of \$283,380.31 and for the November 2025 Final Bills issued in the amount of \$699.56, the commissioners signed this warrant as presented.

Appointments – NONE

Discussion & Information Items

Water/Wastewater Commissioner Meeting Minutes
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2026 Budget- Primex insurance updates show notable increases; Sewer property/liability is \$28,447.64 this year, Workers' comp for sewer increased by 21% to \$9968.00, attributed to prior claims; health insurance increased by 39% to \$329,000, while dental decreased slightly. FICA/Medicare had minimal increases. Operational line item adjustments were made and debt service tracking improved, revealing a 4.69% sewer budget increase with debt service reflecting 12%. Projected sewer income for next year is set at \$3,048,000, aligning with expectations. Clarifiers and capital projects are not part of the operating budget; they are treated as assets and handled through depreciation and separate funding mechanisms. Keeping project funds in the interest-bearing ICS account has generated about \$150,000 in interest in 1 ½ years, helping pay for equipment and informing affordability decisions. Water department cost pressures: large increases in health insurance and workers' comp; water main replacement funding targeted at \$450,000 to keep increase under 3%. The water budget is a 2.84% increase for 2026.

Warrant Article – Decision needed on one or two warrant articles and scope; preliminary cost ranges discussed; preference to bid for accuracy. Rough estimates: North End ~\$5M; or Valhalla–Ridgefield–Crosby ~\$6–\$7M . Desire to do two; but caution advised, due to taxpayer affordability, and ongoing \$23M sewer project impacts. After discussing pros and cons, project selection is leaning toward North End due to valve/tank issues and age; (AC mains with catastrophic risk near Mayflower Tank). No formal vote has been made yet; compile numbers for final decision.

Curtis Well vs Pennichuck- Consideration of fully eliminating Curtis Well and relying on Pennichuck raises backup and phased approach questions; Some argued backup may not be required if Pennichuck is the source; team not ready for full elimination; discussed half-and-half transitional procedure. Half-and-half strategy viewed as financially detrimental without guaranteed commitment; Pennichuck pricing requires PUC approval and a cost-of-service study. Director Pouliot to schedule meeting with Pennichuck representative early in new year to discuss.

Project Updates- Gravity sludge holding tanks and tertiary building foundations are in progress. Booster pump station deed review sent to attorney; aiming for end of month/early Jan closure. The Clarifier project starts in ~2 weeks. Street work mostly done; one hydrant near Curtis Commons to be replaced in ~1–1.5 weeks. Sewer jetting is about 1 week from completion in north end. The roof went on the screen conveyor. A decision was made to not reinstall clarifier roofs; avoiding ~\$1.2M; an alternative for leaf mitigation is acceptable.

Current Budget Update- Most bills are paid for the year, the Sewer budget is at 83%, Sewer-water budget ~104.7% now; expected to be 110% year-end.

2024 Audit is done! Waiting on a few allocations from Matt @ NH Bookkeeping, Some issues were brought to light by the audit with Sage, Director Pouliot to have meeting on December 3rd with Sage and our Book keeping team.

Adjournment – At 1:00pm upon motion by Vice-Chairman Philbrick, seconded by Commissioner Knott, the meeting was unanimously adjourned by the 3/0 vote.

Dale White: announced “Aye”
Hunter Philbrick: announced “Aye”
Eric Knott: announced “Aye”

Future Meeting- Monday, December 22, 2025 at 11:00am. Board of Commissioners’ meeting, at the Water Utilities Department, 564 Nashua Street.

Dale White, Chairman

Date

Hunter Philbrick, Vice-Chairman

Date

Eric Knott, Commissioner

Date