

## **Milford Water/Wastewater Commissioners' Meeting Minutes** **February 20, 2024**

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**Meeting ID: 816 3335 8881**  
**Passcode: 310166**

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### **Call to Order & Introductions**

At 11:07am. Chairman White called the meeting to order, with introductions

Present: **Dale White**, Chairman, **Robert Courage**, Vice-Chairman, **Hunter Philbrick**, Commissioner **James Pouliot**, Director, **Jamie Soucy**, Deputy Director, **Laura Scott**, Recording Secretary, **Gary Daniels**, Board of Selectmen Chair, **Paul Lebonte**, Board of Selectman Vice-Chair, **Lincoln Daley**, Town Administrator, **Paul Calabria**, Finance Director, **Rusty Mosca**, Nathan Wechsler, **Jared Vartanian**, Vachon & Clukay, **Mike Thornton**, Citizen.

**Press and Public Comments** None

### **Decisions & Approvals**

BOC Meeting Minutes – 02/01/2024

Upon motion by Commissioner Philbrick to accept the minutes from 02/01/2024 as presented, seconded by Vice-Chairman Courage, the meeting minutes of 02/01/2024 were unanimously approved as presented by the 3:0 roll call

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

### **Discussion & Information Items**

Meeting with Town Auditor-

Mr. Vartanian explained the Enterprise Fund; Rusty Mosca inquired of the current Water Utilities financial processes and current financial situation. The Board of Selectmen, Board of Commissioners and Water Utilities Department will discuss these issues in more detail at a later date. The issues discovered with reports to actuals will be corrected moving forward, the other big decision is how to set rates to the appropriate levels to sustain the department budgets.

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#### Regulation Changes-

Director Pouliot requested an assessment of the current late fee be issued at the time of the 60-day delinquent bill and to increase the late fee to \$25 due to the extra work needed to process extra delinquent billings while including the average late fees charged by surrounding towns.

**Upon motion by Vice-Chair Courage “Water bills are mailed to customers at their last known address. All charges are due upon receipt and are considered past due thirty (30) days after date of bill. Amounts not paid within thirty (30) days shall be subject to interest which will accrue monthly at the rate of 8% per annum. Accounts not paid after sixty (60) days will receive a “Shut Off Notice” at which time a late fee will be assessed. Water service may be disconnected at any time from the shutoff date and remain off until such time that full payment is made, including a reconnection fee. All late payments must be made at the Water Utilities Office.” Seconded by Commissioner Philbrick, were unanimously approved as presented by the 3:0 roll call**

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

**Upon motion by Commissioner Philbrick “To adjust the fees from \$10 to \$25 for the late fees” Seconded by Vice-Chair Courage, were unanimously approved as presented by a 3:0 roll call**

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

#### Permission to Sign Easements-

Director Pouliot made a request for the Commissioners vote and approval to sign on their behalf to proceed with the construction project once an agreement has been made for the DOT Easement.

**Upon motion by Chairman White “The Board of Commissioners grant permission to Jim Pouliot to sign the easement for the State of New Hampshire for the pending new water conservation in the amount of \$93,600” Seconded by Commissioner Philbrick, were unanimously approved as presented by the 3:0 roll call**

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

#### Distribution Crew Update-

Have had 3 emergency repairs, Valhalla, Park St, Ridgefield Drive. Still need to get over to Ridgefield drive to pave. Water service repairs have been made on Medlyn and Old Wilton rd, exercised 200 gates this winter so far, dig safe mark outs 8 and have upgraded 9 meters.

#### Wastewater Crew-

Organizing space in the workshop. Doing rounds.

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Water Crew Update –

Meter replacements, work orders, Curtis Well is up and running now.

Adjournment – **At 1:16 p.m., upon motion by Commissioner Philbrick, seconded by Vice-Chairman Courage then Chairman White. The meeting was unanimously adjourned by the 3/0 vote.**

**Future Meeting** – 11:00 a.m. Monday, March 4, 2024: Board of Commissioners’ meeting, at the Water Utilities Department, 564 Nashua Street

\_\_\_\_\_  
Dale White, Chairman

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Date

\_\_\_\_\_  
Robert Courage, Vice-Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hunter Philbrick, Commissioner

\_\_\_\_\_  
Date