

**Milford Water/Wastewater Commissioners’ Meeting Minutes**  
**March 4, 2024**

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Meeting ID: 816 3335 8881  
Passcode: 310166

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

**Call to Order & Introductions** Chairman White called this meeting to order at 11:05 a.m.

**Press and Public Comments** None

**Decisions & Approvals**

Budget Workshop Minutes – 02/14/2024 –

**Upon motion by Vice-Chairman Courage, seconded by Commissioner Philbrick, the 02/14/2024 Budget Workshop Minutes were unanimously approved as presented by the 3/0 roll call**

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

BOC Meeting Minutes – 02/20/2024-

**Upon motion by Commissioner Philbrick, seconded by Vice-Chairman Courage the 02/20/2024 meeting minutes were unanimously approved as presented by the 3/0 roll call**

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

Water Users Fee/Tax Collector’s Warrant – January 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 January 2024 Bill Commitment 240131 in the amount of \$178,958.51 and for the January 2024 Final Bills issued in the amount of \$578.68 the commissioners signed this warrant as presented.

Sewer Users Fee/Tax Collector’s Warrant – January 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 January 2024 Bill Commitment 240131 in the amount of \$247,589.27 and for the January 2024 Final Bills issued in the amount of \$417.55, the commissioners signed this warrant as presented.

**Discussion & Information Items**

2024 Financial Discussion-

Following Director Pouliot’s recommendation to defer some previously planned 2024 projects and renovations, such as updating sewer linings, the Board has a discussion to increase the sewer rate 12% during 2024 with back up from the financial advisor Rusty Mosca. The water side should be ok with the current rate that is set.

Update on Transition-

Muni-Link is done billing the West section, but the East accounts need to be rechecked and revised. Next month will be a catch-up month for invoices.

Letters from Contract Ops-

WUD received two letters offering contracts, the BOC is not interested in entertaining them.

Big Upgrade-

The Underwood tour went well, DES approved Amendment #1 for the bids that will be open at end of March.

Water Utilities Property Purchase-

DOT is willing to sell the whole property not just the Easement to WUD. The BOC agreed owning the land was beneficial.

**Upon motion by Vice-Chairman Courage, “The Town of Milford will purchase the land from state of New Hampshire DOT for the purpose of constructing a new booster pump station for \$168,000” 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-

Working on gate valve maintenance. Finished 350 gates with 100 valves to be completed possibly by next week on Nashua Street.

Water Utilities Crew Updates-

The wastewater crew has transitioned completely to Utility Cloud and gone paperless. There are no pumps to replace this year and a new Wastewater Operator has been hired and is doing well. After the Bid has been chosen, the WUD can determine when the new project can start.

Wastewater Crew-

The water crew has been busy blowing out valves on the West end and will start hydrant flushing soon.

Adjournment – At 12:05 p.m. upon motion by Commissioner Philbrick, seconded by Vice-Chairman 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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date