

NHDES WRBP
Maintenance Operation and Management Evaluation Project
Steering Committee Meeting
Belmont Corner Meeting House

5/16/13
11:00 A.M.
Meeting Minutes

Attendees: Jonathan Keaney, John Salo (Brown and Caldwell or B&C)
Sharon McMillin, Steve Dolloff, Anthony Brown, Don Watson (WRBP)
Dan Leonard - Meredith, Jeanne Beaudin - Belmont, Brian Sullivan -
Franklin (Advisory Board)
Not in Attendance – Ray Korber – Bay District (Advisory Board)

1. Call to Order by Dan Leonard (Chairman).
2. Introductions. All present introduced themselves. Comment from Dan Leonard about the value of meeting WRBP staff members and was pleased to have staff represented at this meeting and for meetings going forward. It was noted that an alternate staff member has been identified for each facility but would only attend a meeting in the absence of the primary member from their respective facility.
3. Project Overview.
 - a. Jonathan Keaney provided an overall summary of the project as proposed and scoped. The project will include two primary tasks. The initial task, which is underway, includes an assessment of the current O&M and management policies and procedures and a benchmarking analysis to compare the WRBP to similar agencies. This first task will provide the critical foundation for B&C to learn about the WRBP's organization, practices, functional groups, and finances. The second task will be to evaluate and compare potential alternative ownership models.
 - b. Discussion. Brian Sullivan asked if the task would include a review of previous Advisory Board and CIP Subcommittee Meeting minutes to help gain a full understanding of the history and concerns of the advisory board members that led to the MOM study. Brian further noted that it was important that everyone involved recognize that the MOU and community rate payers are driving this study. Jonathan Keaney explained that the focus of this project was to look at the current operation and focus on moving things forward, but that a limited review of past meeting minutes would be productive and will be conducted by the project team. Sharon McMillin suggested that the Advisory Board members could provide guidance as to which minutes would be most pertinent to review.
4. Current Status of Project Activities
 - a. Staff Workshops and Individual Meetings: Jonathan Keaney provided current status. The team has also completed most of the planned initial staff meetings, including group and individual meetings with a majority of

the staff. Meeting notes from the group meetings are being prepared and will be distributed shortly to appropriate attendees prior to wider distribution. It was noted that the need to meet with members of NHDES located in Concord with involvement in the WRBP has been identified and will be scheduled through Sharon McMillin and Harry Stewart.

- b. Data Review: In the past month the project team has begun the data review subtask, including WWTP operational data, as well as, overall WRBP financial data. Data review will continue for due diligence on operations and budget data since the current data has provided the “20,000-foot view” and more detailed information and analysis will be necessary.

5. Upcoming Project Activities.

- a. Utility Benchmarking & Cost Evaluations and Comparisons: Jonathan Keaney described the upcoming project activities. These will include preparation of the notes from the staff meetings, commencement of the benchmarking activities including identification of key parameters to be included in the evaluation, as well as the candidate facilities to be used for the comparison. Jonathan Keaney noted that two resources would be used as the primary source for the benchmarking exercise: the National Association of Clean Water Agencies survey and the National Water and Wastewater Benchmarking Initiative.
- b. Current Operation Metrics: The B&C project team members who have visited a number of WRBP facilities have been very complementary of the O&M of the system. The B&C project team has discussed the concept of recommending that some additional metrics can be implemented by WRBP staff to better document the current work being performed by staff. The concept of using additional metrics was discussed. Sharon McMillin suggested that the team carefully consider which metrics could provide value and/or result in cost saving measures and not overuse the metric analysis at the risk of creating unnecessary work for the project team and the WRBP staff. Any recommendations, including collecting and analyzing additional metrics, should also provide a cost/benefit and prioritization for possible implementation.

Dan Leonard asked if any work was expected in the coming month regarding the ownership evaluations in Task 2. Jonathan Keaney responded by saying that that work was not scheduled to begin until the third month of work and that the project team was working to first fully learn and understand as much as possible about the current operation so as to maximize efforts in Task 2. He also indicated that the project was on schedule.

6. Other Discussion.

There was positive feedback and conversation regarding the efforts put in to date by all involved. The B&C project team acknowledged the professional and cooperative behavior of the WRBP staff, and the overall positive working relationships that were beginning to be established. It

was suggested that B&C acknowledge staff input or suggestions, and continue to listen to those that are doing a good job as efficiently as possible. The interactions between WRBP staff and the communities can build on good practices and continue to be productive if everyone brings an open mind to the discussions.

7. Next Meeting June 20th in Belmont. It was agreed that the meetings will be in person as often as practical to ensure good interaction and communication.
8. Adjournment
 - a. Motion to adjourn by Brian Sullivan. Seconded by Jeanne Beaudin. Meeting Adjourned at 12:05pm.