

Winnepesaukee River Basin Program

Advisory Board

Laconia Compound Tuesday January 17, 2012 9:00 AM

Brian Sullivan-Franklin	Jeanne Beaudin-Belmont	Steve Dolloff-WRBP	Sharon McMillin-WRBP
Dan Leonard-Meredith	Paul Moynihan/Chairman-Laconia	Sheldon Morgan-Gilford	Johanna Ames-Tilton
Ray Korber-Bay District	Scott Myers-Laconia	Tracey Russo-Clerk	

P. Moynihan called the meeting to order at 9:08

1.) Review of Minutes from Advisory Board Meeting of 12/6/11

B. Sullivan made a motion to accept the minutes with the amendments that had been included in the most recent draft; J. Beaudin seconded; all were in favor; motion passed.

2.) Governance Group Report

- Pending Legislation HB1130: weighted WRBP Board voting based on population; hearing scheduled at LOB Room 201 at 9:30am on 1/19/12
- Pending Legislation SB294-FN: dedicated funds listed in RSA 6:12 including the WRBP sinking fund would be administered through the general fund – hearing not yet scheduled
- MOU Draft status

J. Beaudin said the Governance group voted by e-mail on the language “if deemed necessary” and voted to keep the language in item #6 and #11 in the MOU. Noted was a spelling error in the current draft that S. McMillin will correct prior to DES and AG reviews. S. McMillin also noted that the signatory dates need to be changed to 2012.

S. McMillin brought up item #5 in the MOU stating the date to adopt bylaws for Board procedures had passed and nothing had been finalized in writing aside from the minutes indicating the voting method agreed upon for the UV project as one community, one vote. She suggested the Board formalize how business is currently being conducted as well as any procedures for the future. J. Beaudin indicated that she has a preliminary draft of procedures that may be of help in creating such a formal document. P. Moynihan will get the draft from J. Beaudin and work with S. McMillin to put together a draft for the group to review.

Concerning HB1130, J. Beaudin wrote a letter on Belmont’s behalf to Frank Tilton asking that the bill be deferred for now. Belmont joins the other communities opposing the bill which would introduce weighted voting; allowing Laconia more votes due to their population. Several of the communities plan on attending the legislative session to make their concerns known to the committee. DES is not taking a position on this legislation, indicating that it is a community governance issue.

S. McMillin wanted members to be aware of SB 294 which would take the WRBP sinking fund (as well as a number of other dedicated funds) and have Treasury manage it in the same manner as the General Fund. J. Beaudin expressed the concern that if this dedicated fund is combined with General Funds, the money could

potentially be used for other purposes in the future and lost to the WRBP. S. McMillin will keep the Board informed of scheduling and status of this legislation.

3.) Regional Wastewater Utility Authority “Fact Finding” Subcommittee Report

J. Beaudin reports that there have been no meetings yet and she is still waiting to get information from D. Clapp of DAS.

4.) CIP Subcommittee Report

- As-Needed Engineering Services draft under review at DES
- WRBP “Operations, Management and Administration” Evaluation RFQ draft to be developed and then review by board
- Draft Annual WRBP CIP documents – approved by CIP subcommittee and to be presented to Board

S. McMillin said the As-Needed Engineering Services draft is still being drafted and H. Stewart has requested a review prior to the RFQ being publicized.

S. McMillin handed out the CIP Executive Summary and the project list and forms approved by the CIP committee. P. Moynihan recognized the members of the CIP Subcommittee for their dedicated work and the extensive time commitment required to finalize these documents and prepare the final CIP. R. Korber made a motion to accept all documents as written; B. Sullivan seconded; all were in favor; motion passed.

Mention was made of the fact that none of these documents include debt service. It was agreed that a 10 year debt service schedule be included in the final CIP document as an addendum. S. McMillin confirmed that none of the currently identified CIP projects have long term debt service but that a note indicating this could be added to the 10 year Summary and could be included in a transmittal or cover letter for the final document. D. Leonard indicated that many of the projects were evaluations and could lead to larger projects that could entail debt service. He was concerned that the low dollar amount presented in the 10 year CIP Summary could be misinterpreted by communities if not presented properly.

General discussion ensued about what information and format was the best method to present the final CIP to the member communities. Several bound, color copies of the final document would be given to each community for their use. A CIP transmittal letter from the CIP Subcommittee to the full Board recommending the final plan signed by B. Sullivan was suggested. A cover letter from P. Moynihan documenting the full Advisory Board’s vote to accept the CIP and reiterating the background information about why the CIP was developed (largely contained in the Executive Summary), that the projects were extensively “vetted” by the members, and that there are no future projects in the 10 year plan that include debt service but that the CIP will be reviewed every year with projects added or deferred as priorities change or as proposed evaluations proceed to implementation of capital projects. Verbiage from MOU #4 outlining the CIP scope would also be included in the cover letter sent to member communities along with the final CIP document. S. McMillin and P. Moynihan agreed to draft the CIP cover letter as well as a press release to be sent out prior to the CIP transmittal to the communities. An additional positive PR piece (a small tri-fold) describing recent upgrades, the CIP, the MOU, and other news will also be drafted for release prior to the transmittal of the CIP.

5.) Flow Metering and Cost Allocation System Project

- CDM draft amendment under internal review at DES
- Draft design documents under review by WRBP staff

S. McMillin said they are still working with CDM on the draft amendment and were reviewing the draft project specifications. WRBP staff held an internal meeting on 1/13 and will finish their review of all the sites this week and send out comments and corrections to CDM. The contractor will need to coordinate with each community for permits and with property owners for any access agreements or temporary easements that need to be obtained before work can be started at each location, as needed.

D. Leonard suggested member communities each go to the WWTP individually to look at the design documents relative to their respective community's flow meter locations. S. Dolloff suggested they each review them before finalization. J. Beaudin offered to provide a draft access agreement document that Belmont had used recently.

6.) UV/Plant Water/SCADA Improvement Project Update

S. McMillin handed out two letters from the Wastewater Engineering Bureau. The first stated that the wrong Davis-Bacon General Wage Determination (GWD) was included in the UV System, Plant Water and SCADA Improvements Project bid specifications. Essentially, a new wage determination will need to be used and the contract will need to be amended with the contractor. A change order will need to be initiated to amend the GWD to the correct version. The increase in contract value is estimated at \$365,000 by the contractor.

A suggestion was made to draft a letter for CDM's files stating they should have caught this oversight and corrected the bid documents. However, it was also recognized that the contract price would still have been increased by the same amount if the correct GWD had been properly included in the bid documents.

The second letter was to inform the WRBP that a minimum of \$500,000 of ARRA money (principal forgiveness which will not have to be repaid) will be allocated to this project as part of the SRF loan funding. This amount more than offsets the increase in contract price created by the bidding and award of the contract using the wrong GWD.

7.) Other Business

- Reminder: NPDES Collection System Annual Report (Part I.C.6.) from each co-permittee due 3/31/12
- DES-WRBP needs Confirmation letters of annual selection of Advisory Board members
- Dispute between Sewer Commission and Town of Northfield-unresolved still at AGs
- Ownership Issues within WRBP Communities-part of MOU (on-going)

R. Korber suggested two possible methods for complying with the reporting requirement. First, send out a letter stating the changes. He suggests this only if there are minor or no changes to the CMOM document already submitted. Secondly, a co-permittee could just incorporate any changes and send in an entirely new document. The benefit of having just one document instead of multiple addenda or updates can be beneficial to the community.

If the dispute between Northfield and the Sewer Commission remains unresolved by February 14th, the AG's office will sue one or both parties.

Steven Partridge has taken over Paul Tierney's position in Northfield, but the WRBP has received no word on whether or not he will be the representative for Northfield on the Advisory Board.

The infrastructure ownership issues throughout the collection system are still being addressed; next scheduled for review will be Laconia and Meredith to identify any issues. S. Dolloff will continue to work with each community to document any “grey areas” where ownership is unclear (undocumented) or disputed.

S. McMillin is working with DES to finalize the Aeration Blower Loan; it will be a 20 year SRF loan with a 3.1% interest rate, 50% ARRA money that does not need to be repaid, and the \$100K PSNH rebate. The original loan interest rate was estimated at 3.4%. So, the amount owed by the member communities each year will be less than previously estimated.

D. Leonard asked S. McMillin if there have been deficiencies with the CDM’s site inspector on the UV project and if she was satisfied with the inspectors’ work. D. Leonard said it appeared at the last UV project meeting several issues had developed due to a lack of inspection, and specifically cited a temporary pipe blowout in a plant tunnel. S. McMillin said she has had some issues with the site inspection but she has already addressed them with CDM and Penta. S. McMillin added that, while there have been some problems with the site inspection, WRBP Chief Operator Ken Noyes has done an excellent job keeping an eye on the project.

Adjournment by B. Sullivan at 10:40; seconded by R. Korber; all were in favor; motion passed.