

Winnepesaukee River Basin Program

Special Advisory Board Meeting Minutes

June 7, 2012 Laconia Compound 9:00 am

Attendees: Chairman Paul Moynihan called the meeting to order at 9:05 am. Those in attendance were Sharon McMillin (DES), Steve Dolloff (DES), Brian Sullivan (Franklin), Ray Korber (Bay District), Dan Leonard (Meredith), Sheldon Morgan (Gilford), Paul Moynihan (Laconia), Jeanne Beaudin (Belmont), Dave Clapp (NHDAS), Johanna Ames (Tilton), Neil Cowan (Bay District), and Tracey Russo (clerk).

Advisory Board Special Meeting

This Special Advisory Board meeting was called by Chairman Paul Moynihan to provide members with the opportunity to vote on the proposed transcription services internal contract between DES and the Town of Tilton so as to provide uninterrupted transcription services to the Board and to consider other matters brought before the Board for consideration and discussion.

1) Minutes from 4/10/12 Advisory Board meeting (vote)

S. Morgan Made a motion to accept the minutes of 4/10/12; J. Beaudin seconded; all were in favor; motion passed.

2) Transcription Service Contract with Tilton (vote)

S. McMillin reported that Eliza Condi from Tilton can take over Transcription Services for the WRBP beginning July 1, 2012 if the Advisory Board approves the proposed contract's terms. J. Beaudin made a motion to accept the contract with Tilton for Ms. Condi's services; B. Sullivan seconded; all were in favor; motion passed. If the internal contract is approved by DES, Ms. Condi's first meeting will be the 1st quarterly meeting of the Advisory Board on July 17th at 9:00.

3) Payment for repairs in Meredith at sinkhole near dual Force Main (vote)

On 5/23/12, the Town of Meredith notified the WRBP of a sinkhole near the Force Main on Bay Shore Drive. The WRBP immediately responded since there was concern that this sinkhole was caused by a breach in the force main or gravity sewer lines in the area. The sinkhole resulted from earth filling up an old abandoned steel septic tank when the cover rusted though, leading to the sinkhole. WRBP's on-call earthworks contractor performed the initial emergency excavation that uncovered the septic tank and subsequent repairs consisting of filling in the septic tank and re-paving the parking lot. It was then determined that this septic tank was located on NHDOT Railroad property and was likely left in place when the buildings on the lot had previously been removed. J. Beaudin made a motion requesting that the WRBP pay their contractor and then petition NHDOT to get reimbursed; B. Sullivan seconded; all were in favor ;motion passed.

4) UV/Plant Water SCADA Improvement Project Update

S. McMillin said that Penta has been off site for 3 weeks, the next construction meeting is on June 27th. Penta had difficulty coordinating the masonry, electrical and fiber optic subcontractors but the project is still on

schedule. There is no pay requisition yet this month, and they are working amending the contract to include the increased Davis Bacon Wage rates. The contract increase is due to the Davis Bacon wages being increased 12 days before the bid opening and because the award of the contract took longer than 90 days. Both of these factors led to the requirement that the contract include the new, increased wage rates. Since the original contract only had a 5% contingency, there was insufficient money to make the wage adjustments. There will also be some additional ARRA money coming in for the project.

6) Feasibility Study on Biogas Co-generation sponsored by NHOEP

- Final report due out June 30th
- Presentation at OEP, 107 Pleasant St. Johnson Hall 2pm 6/8/12 (other study locations)

S. McMillin reported the state is using ARRA money for a contract to evaluate energy efficiency projects state wide. A feasibility study of the WRBP's Franklin WWTP's potential for co-generation using methane biogas from the anaerobic digesters has been included in the study. The consultant (Tighe & Bond) will present the WRBP information as well as that from other locations in a meeting being held Friday June 9th. The final report will be based on input after the Friday meeting. S. McMillin will provide an update on the report to the CIP committee once it has been completed.

7) Governance Subcommittee Report

There is nothing to report for the Governance Committee.

10) Reminders/Announcements

- 10-year CIP and Governance Guidelines are now posted on the DES-WRBP website
- Public announcement from DES PIP office regarding the CIP was done on 5/17/12

S. McMillin handed out a newsletter PR piece prepared by the DES Commissioner in celebration of the WRBP accomplishments and DES' 25th anniversary.

There are a series of Energy Management classes with presentations from different plants on various energy saving ideas on June 19th in Greenland. This is the second in a series of roundtable workshops.

On June 15th DES will hold an informational session on SRF ranking in Concord from 9-12

The AG's office filed legal proceedings against Northfield for failure to pay WRBP Capital Cost Recovery invoices for 3 fiscal years.

5) Flow Metering and Cost Allocation System Project Update

- CDM amendment for bidding, inspection and cost allocation methodology support services was approved by G&C on 5/23/12

S. McMillin said the amendment was approved to extend CDM's contract by Governor & Council. There are still no final bid documents and some easements are still required. They are working with DOT Roads, DOT Rails,

PSNH, and National Grid to finalize some locations; there will be a tighter bid by doing this beforehand. The permit process has not been started with DOT since that requires the contractor to complete the applications.

There has been no occupancy permit for a new tower on Belknap Mountain so the existing SCADA antenna cannot be relocated and the new antenna for the flow metering project cannot be mounted until DRED obtains this permit. This affects all antennas on Belknap Mt. not just the WRBP's.

J. Beaudin expressed some concern that Soda Brook will not give an easement due to the ongoing legal issues. She said Belmont will not bill Soda Brook or Northfield. Sharon indicated that the AG's office cannot force any property owner to give the WRBP an easement. It was suggested meters could be placed before and after the Soda Brook sewer line connection to the WRBP interceptor in order to capture the flow from Soda Brook. It was decided to wait and see what Soda Brook has to say before any decisions are made. An access easement with Winnisquam Campgrounds is also pending. It was suggested that there should be a public announcement to the member communities when another connects to the WRBP sewer line.

A decision is still pending on the state school meter, D. Clapp & P. Moynihan need to submit this in writing to S. McMillin for the record.

The goal is still to capture the spring 2013 flow, and the project schedule does not expecting to meet the October 2012 MOU goal to start data collection. Concerns were raised about not meeting the MOU deadlines; however, those dates are only goals that the parties are trying to meet. A notification should go out to all about missing the goal dates and what the new dates would be.

R. Korber made a motion to ask CDM for an update on their work plan that definitively shows the objectives and schedule for the flow metering project showing the interim MOU milestones and identifying the specific challenges with target dates. S. Morgan seconded; all were in favor; motion passed. The group decided to include a copy of the MOU along with the request to CDM and a written response from CDM within one week. The Board would also like to have CDM identify anything the member communities can do to expedite the project. This request was to be expressed on behalf of the Advisory Board which is concerned about falling behind schedule.

Cost methodology was discussed with the goal of coming up with factors we would want to include in our methodology, flow, miles of pipe, cost centers, different billing categories that are flow based. Cost thresholds and what will be included, the breakout to communities. The math to be used needs to be decided along with the parameters. Discussion ensued on having Joe Ridge come in to discuss CDM draft flow metering formula. The cost methodology needs to be finalized by 12-31-12. The CIP Subcommittee need to focus on this effort as it needs to be vetted by a lot of communities.

8) CIP Subcommittee

- As-needed engineering services RFP draft review
- Work on RFQ for Management, Operations and Maintenance (MOM) Review (MOU item 11)
- Next meeting date and agenda

The CIP Subcommittee is to start developing a cost allocation methodology. Discussion ensued on an RFQ for the Management, Operations and Maintenance (MOM) evaluation taking precedence. It was decided they need to get the paperwork for the RFQ sent out; then concentrate on cost recovery. Two workshops would be needed for this purpose, one to focus on the RFP and one on the updated assessment formula. The MOM study is being done for the Advisory Board, and they are looking for assurances from Harry that the agreed upon changes will be worked on. There was concern about the consultant being provided with the correct objective and not being led in a preconceived direction. The Board would like the consultant to guide us. The Advisory Board was advised to read the CPE from 2001 so a scope can be written for the MOM that builds on this document.

*At this point in the meeting, J. Beaudin (Belmont), D. Clapp (NHDAS), & Neil Cowan (Bay District Sewer Commission Chair) left the meeting. The meeting continued.

- As-needed engineering services RFP draft review (vote)

R. Korber expressed concern that the firm retained on an as-needed engineering basis would have an inside track to any future projects and felt they should be disqualified from future projects. S. McMillin explained that you cannot disqualify a firm that has been qualified by the State of NH. She also explained that the wording "The WRBP also reserves the right to solicit another firm to perform the services if agreement on scope, schedule and budget cannot be reached on specific projects, if the firm cannot perform the task order scope of work, or if the WRBP determines it is in their best interest to utilize an alternate firm." should be adequate to disqualify the firm if so desired. The wording "on specific projects" shall be changed to "on specific tasks". It was decided that an equal number of DES staff and Advisory Board representatives will be on the selection committee. J. Ames provided a mark-up with a few typos and punctuation corrections. J. Ames made a motion to approve the RFP as modified; S. Morgan seconded; all were in favor; motion passed.

Next Meeting Dates

CIP Subcommittee: June 21, 2012 @ 10:00 in the Corner Meeting House, Belmont

Quarterly meeting of the Advisory Board on July 17th at 9:00 at the Laconia Shop.

Motion to Adjourn

At 12:15 By D. Leonard, seconded by S. Morgan; all approved. Meeting adjourned.