

**WINNISPESAUKEE RIVER BASIN PROGRAM
QUARTERLY ADVISORY BOARD MEETING
JULY 17, 2012
MINUTES**

Attendees: Johanna Ames (Tilton), Paul Moynihan (Laconia), Ray Korber (Bay District), Sharon McMillin (DES), Steve Dolloff (DES), Jeff (Franklin visitor), Brian Sullivan (Franklin), Sheldon Morgan (Gilford), Jeanne Beaudin (Belmont) and Dan Leonard (Meredith).

Meeting called to order by Chairman Brian Sullivan at 9:00 am at the WRBP Laconia Maintenance Shop, 202 Water Street, Laconia.

Minutes: Paul Moynihan moved, seconded by Jeanne Beaudin to accept the minutes of June 7, 2012. Johanna Ames suggested corrections to #3 to add “Bay Shore Road” and to #4 “fiber” rather than “finer”. Motion passed; minutes approved with corrections.

Review of MOU Milestone Dates: Sharon McMillin presented a calendar table with dates which will help keep the board on track and be a quick reference for member communities and DES staff. Her goal is to update the table as goals are achieved or changes are made. Brian Sullivan noted that the next critical date is Sept 30th and the CIP subcommittee is working on the updated assessment formula in order to achieve the milestone goal.

RFQ for Management, Operations and Maintenance (MOM) Study: The Subcommittee has reviewed and finalized the draft which they are recommending to the board for approval. The Board now needs to make a recommendation to DES to advertise the MOM RFQ. Dan Leonard commented that the subcommittee has worked on this document exclusively for several meetings. After discussion as to bidding timeline to include in the final RFP, it was decided to have an informational meeting August 6th at 1pm and the bid opening on August 20th both at the Franklin WWTP. It was noted that an addendum could extend the bid opening date, if necessary. Dan Leonard moved to recommend that the RFP for the MOM Study be advertised; seconded by Jeanne Beaudin. Motion passed.

Two selection teams will be needed; one for the MOM study and one for the As-Needed Engineering services contract. The MOM selection team will require more time commitment since the team will likely serve as the point of contact during contract negotiations. The interviews for the MOM study would likely be scheduled toward the end of August and then negotiations with the selected firm will proceed.

Brian Sullivan suggested appointing Paul Moynihan to the CIP Subcommittee since he had expressed a desire to become a member and had been attending all the meetings. Dan Leonard nominated Paul, Jeanne Beaudin seconded, all were in favor; motion passed.

Paul Moynihan is now a voting member of the CIPO Subcommittee. Jeanne Beaudin asked to be an alternate on the CIP Subcommittee. Dan Leonard nominated Jeanne, Sheldon Morgan seconded, all were in favor; motion passed. Jeanne Beaudin is now an Alternate on the CIP Subcommittee.

The WRBP Advisory Board Governing Guidelines will be amended to reflect that appointed subcommittee alternates will only be called upon in the event that they are needed to provide a quorum. If called upon in such a manner, they shall have all the voting privileges of a member of the subcommittee. Sharon agreed to prepare a draft amendment to the Guidelines.

Paul Korber suggested that at least 3 Advisory Board members participate on the MOM study and 2 Advisory Board members participate on the As-Needed Engineering contract selection teams with an alternate member for each committee. Dan Leonard, Jeanne Beaudin, Ray Korber and DES staff agreed to serve on the MOM Selection Team, with Johanna Ames as the Alternate. The As-Needed Engineering Services bid opening is scheduled for 3pm on August 3, 2012 at the Franklin WWTP. Brian Sullivan, Paul Moynihan, Sheldon Morgan and DES staff agreed to serve on the As-Needed Engineering study Selection Team. No alternate was selected for the As-needed Selection Team since three Advisory Board members agreed to participate.

A member from the DES Wastewater Engineering Bureau may participate, if they are available, on the two selection teams, but are not required members since the funding is not provided by the State.

The Selection Teams will make recommendations to the Advisory Board and provide a report on their decision-making process for the recommended selection. Sharon McMillin will post the meetings dates so that the full Advisory Board can participate, if desired. Steve Dolloff suggested sending proposals to all members for their input. After discussion, the list of proposing firms will be supplied to all the members but copies of all the submitted proposals will only be distributed to the selection team members.

CIP Subcommittee: Brian Sullivan suggested waiting until a firm has been selected to determine who would be the point of contact for the MOM study.

The schedule for the MOM study is:

- Advertising on or before July 20, 2012
- Information session August 6, 2012, 1:00 PM at Franklin WWTP
- Proposals due August 20, 2012 at 3:00 PM.

The schedule for the As Needed Engineering study is:

- Proposals due August 3, 2012
- Selection Committee meeting to rank the proposals Aug. 15, 2012, 10:00 AM at Franklin WWTP

UV/Plant Water SCADA Improvement Project update: The contract increase due to increased Davis Bacon wage rates has been approved so that the existing scope of work can be completed. The project is about 58% complete at this time. Steve Dolloff added that he doesn't see an early completion and it will probably be a winter start-up.

Flow Metering and Cost Allocation System Project update: The project bid advertisement is to be published this week with an informational meeting on August 2, 2012 and bid opening on August 13, 2012 both at the Franklin WWTP. Steve Dolloff commented that it has taken much effort to get this project specification out the door. Sharon added that the final specs should meet WRBP goals and should reduce the need for change orders. The concern is the accuracy of meter readings. It is in the specs that the contractor is to select the most accurate meter for each location, then do field verification and documentation so that each community knows the accuracy of the flow measurements. The contractor is responsible for providing information as to how often calibration is necessary per manufacturer's recommendations. It was suggested that calibration could occur on a rolling basis so that each is meter is done every 9 months or so, with the frequency determined by the manufacturer's recommendations.

Sharon McMillin stated that the goal is to have a set of recommendation for calibrations and methodology, field verifications and database management. Steve Dolloff added that DES will perform routine maintenance of the meters. Ray Korber expressed concern that there is not enough time for bidders to prepare bids. Sharon indicated that an addendum can extend the bid opening date depending upon response from prospective bidders. Substantial completion date is 120 days from the notice to proceed; therefore, a special Advisory Board meeting will be needed to approve the contract.

Feasibility Study on Biogas Co-generation: Sharon McMillin explained that this feasibility study was funded by State ARRA funds at no cost to the WRBP and that the final document is on the State's Office of Energy and Planning (OEP) website. WRBP is in Section 8. The report indicated that it was not economically feasible to implement the co-generation using biogas to produce electricity since it would require that more fuel oil would be needed for heating as compared to the existing system. An energy audit of the Admin/Operations building would help to identify energy savings measures and possibly reduce heating requirements. Sharon is to pursue potential outside funding for the energy audit and also see if the OEP can provide a budgetary estimate based upon previous State energy audits. The CIP subcommittee would then need to determine the priorities of pursuing the audit based upon cost and available funding and then implementing any capital recommendations. Steve Dolloff stated that there is a possibility of producing more gas given technology advancements since the digesters were installed 30 years ago. It was noted that a task order under the proposed as-needed engineering services contract could accomplish the energy audit as well as evaluate the solids handling process (which generates biogas which could be used for co-generation).

Governance Subcommittee: There is no committee activity at this time. Jeanne Beaudin will provide the board with the information that was obtained from each community on their sewer users, rates, and

budgets as this information may be valuable for the discussion of updating the assessment formula and for the MOM Study.

Other:

- Dan Leonard asked that a trip to the Gabion Wall be included at the as-needed engineering informational meeting on Thursday since work at this location is a priority.
- Paul Moynihan suggested that a culvert that needs to be replaced in Laconia should be done in conjunction with the as-needed engineering near the gabion wall. Laconia would pay for their portion of the work, but coordinating work is beneficial to both the City and the WRBP. Steve Dolloff noted that work would also have to be coordinated with the railroad at this location. The location also will require a historic review and determination before work proceeds. Given these requirements and the fact that it will take several months to execute the as-needed engineering service contract, it is unlikely that the work could be done this construction season.

Meeting reminders:

- Oct. 16, 2012 9:00 am at Belmont Corner Meeting House for Quarterly Advisory Board meeting
- July 18, 2012 10:00 am at Belmont Corner Meeting House for CIP Subcommittee meeting
- August 1, 2012 10:00 am UV/ Plant Water project construction progress meeting – Franklin WWTP.
- Advisory Board will call special meetings for contract approvals.
- Ray Korber suggested a calendar with all the above dates would be helpful. Sharon agreed to prepare a calendar and distribute it to members.

Ray Korber moved, seconded by Paul Moynihan to adjourn the meeting at 10:40 am. Motion passed.

Respectfully submitted,

Eliza Conde, Recording Secretary