

WINNISPESAUKEE RIVER BASIN PROGRAM
ADVISORY BOARD
December 13, 2012
MINUTES

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

Minutes: Sheldon Morgan moved, seconded by Paul Moynihan to accept the minutes of November 2, 2012 as read. Motion passed.

Flow Metering Program Update: Brian Sullivan explained that recommendations are needed from the Board for the direction to take with value engineering. Sharon McMillin stated that CDM will review and make site by site evaluations and revisions at a cost of \$6-10,000. CDM reiterated that revising and conducting the value engineering means reviewing the scope of the project. Brian Sullivan added that the Board must decide the level of information that is needed to provide the data for billing purposes. In essence, the Board is looking at the complex system of SCADA and telemetry which is expensive and more complete versus having a simpler system - potentially using alternatives such as temporary metering during wet and dry seasons which is less expensive and not as complete. The communities need to decide if they want the “full boat” system as designed or whether we can reduce the scope of the project by reevaluation of the proposed locations, data collection methods and frequency, permanent versus temporary metering, etc. since there are a variety of cost/benefits scenarios for different alternatives.

Dan Leonard commented that he is not a fan of eliminating meters as the more data available the better. He suggested eliminating telemetry and using available short wave technology instead. Sharon McMillin stated that the telemetry system is not the expensive item as it would cost about \$6,000 per site as the radio system is already in place. Ray Korber responded that, with the number of additional sites, the telemetry is actually an expensive option and the Board needs to agree on the level of service required to satisfy each community’s need for data accuracy. He agreed with Dan that perhaps the telemetry is not needed, but if CDM says certain sites are definitely needed they should be kept and try to reduce the cost of each site. Brian Sullivan replied that accuracy and completeness is important, but what does it cost to get that and are there ways to reduce that cost. Because the Board does not have the knowledge to determine what is needed, he believes the Board needs either CDM or Wright-Pierce to conduct the review and evaluation. He reminded the Board that it directed CDM to provide specs for a complete flow metering system, but the bidding resulted in single bid with a cost which was unacceptable high. Now, we need to determine if there are ways to reduce the costs to an acceptable level within the budget.

Ray Korber commented that the Board will have to spend time and energy figuring out what is needed and even if \$2-300,000 is reduced on the equipment side there needs to be more clarity in the bid documents. We need to determine if there can be cost savings by having the communities provide staging areas, obtain easements, etc. and then this could be specified in the bid specs. Brian Sullivan added that the Board would have to have an understanding by the communities that they would be participating in accomplishing this work. He continued that the Board has already paid CDM \$500,000 for their work and it would be worth spending a little more to have them review the contract documents. Ray Korber noted that the original bid required work to be done by March which eliminated many contractors who didn't bid as they knew they could not meet that requirement. Giving a longer time and being more specific in the bid document will allow more contractors to bid. Ray suggested that the Board ask CDM to go through the documents to look for potential reductions while maintaining accuracy and completeness of the results.

Both Dan Leonard and Ray Korber agreed that it would be appropriate to spend money to save a larger amount, but Dan questioned whether Wright-Pierce should do the work rather than CDM. Sharon McMillin responded that for \$6,000 we will get what we are looking for, a list of suggested items for savings and we need to really determine exactly what we need. Ray Korber stated that it would be more expensive to have Wright-Pierce do the evaluation because CDM has already been through the review with Penta and it would not take them long to review the documents and create new bid specs. Steve Dolloff commented that the WRBP needs to meet with CDM to explain what it wants and what level of accuracy is required to satisfy our needs.

Brian Sullivan summed up the discussion stating that it is agreed to go forward with the study and that flow is the desired method to determine costs but the level of accuracy still needs to be determined. Ray Korber added that CDM needs to be involved in the construction stage as they designed the plan and were involved in the discussion with EII and Penta although there will be new bid documents. Sharon McMillin added that the Board will have to determine exactly what it expects CDM to do for its review and evaluation. Ray Korber suggested that the more the communities can do in the project, the less the contractor will have to do and costs will be reduced.

Discussion followed relative to whether some sites can be eliminated, whether staff can manually check meters, etc. Sharon McMillin reminded the Board that the telemetry system was introduced because the old meters were not properly maintained and it will be expensive if we want to inspect all sites at least weekly. Dan Leonard responded that we don't need a fully automated system to provide accurate data and staff can check the sites manually and maintain them. Ray Korber suggested that Steve and Sharon should review the plans to identify creative means of savings, such as manual gathering of data, having the municipalities obtain easements,

install manholes and provide staging areas while maintaining the level of accuracy needed for billing based on the flow data. He added it is important for the contractor to know exactly what they are responsible for in determining a bid amount. Dan Leonard suggested that Ray Korber talk directly with CDM as he has experience in this field and Ray agreed to do that at no cost to the Board; however, he needs a clear understanding of what services are required. Further discussion followed relative to the next steps needed and the timing of bidding and construction. Steve Dolloff agreed that having heard what the Board wants, he and Sharon can go through the documents looking for savings without sacrificing completeness and accuracy. It was agreed that Wright-Pierce is not needed at this time unless CDM does not have the expertise to complete the documents.

The schedule was agreed upon as follows:

1. Internal work by Steve and Sharon and their staff to review site by site for options for savings and create a list of potential items to be removed from the scope of work for the proposed project focusing on system functionality and operational changes to reduce installed cost of facilities.
2. The list will be presented as the AB's communication to CDM on the revised expectations and level of service (not sacrificing accuracy and coverage). A conference call with Ray Korber, Sharon, Steve and CDM is to be scheduled to communicate the Board's expectations to CDM.
3. CDM to conduct a review based upon the revised expectations and develop a list of changes to the contract documents to reduce scope and project costs.
4. Give CDM a goal of revised bid documents going out at the end of January or middle of February, 2013.
5. Meet with CDM in a workshop format to discuss revisions and options for savings.
6. Recommendations will be made to the Advisory Board regarding proposed changes to the bid documents with a decision made relative to going forward with the bidding process.
7. Each community needs to decide how much effort they will put into providing staging areas, waiving permit fees, obtaining easements or permits, etc.

Jeanne Beaudin stressed that the Soda Brook flow contribution must not be included in Belmont's assessment as Soda Brook Homes is located in Northfield. However, temporary metering or flow calculations based on number and type of connections were discussed as alternatives to base the WRBP assessments to Northfield for these homes. The Soda Brook,

Opeechee, and Rte 140 sites may not need permanent meters as they are low flow areas. Elimination of these permanent flow meters was presented as an example of reductions in scope leading to potential savings that will be looked at during the mini-VE effort with CDM.

MOM Study Selection Committee Update: Sharon McMillin reported that Brown & Caldwell had the highest rating on the bidding and negotiations have taken place clarifying tasks, deliverables and milestones. The Attorney General and Brown & Caldwell have agreed to negotiated terms, so the negotiations are now on the proposed scope and budget of the project. There will be multiple meetings with B&C which will keep them on task. The \$328,612 for this contract will be paid out of the sinking fund so community assessments will remain unchanged. The last three months of the contract will allow time for the Advisory Board to review the report and make suggestions. Sharon stated that she is comfortable with B&C's understanding of the scope and the sensitivity of the reports and presentation to the towns. Dan Leonard, representing the Selection Team, moved, seconded by Jeanne Beaudin to recommend to the Advisory Board that it enter into a contract with Brown of Caldwell to complete the MOM Study. Motion passed unanimously by the Selection Team. Paul Moynihan moved, seconded by Jeanne Beaudin that the Advisory Board accept the recommendation made by the Selection Team to contract with Brown & Caldwell for the MOM study. Motion passed unanimously.

The next meeting will be held January 15, 2013 at 10:00 am in Belmont.

Meeting adjourned at 11:50 am.

Minutes prepared by Eliza Conde