

Meeting Minutes

MEETING	CIP Workgroup
LOCATION	Gilford Town Hall
DATE/TIME	2/9/11 Start: 9:15am Adjourn: 11:45 am
FACILITATOR	B. Sullivan
SECRETARY	R. Korber
ATTENDEES	S. Morgan (Gilford); S. McMillin (DES); S. Dolloff (DES); D. Leonard (Meredith); P. Moynihan (Laconia); B. Sullivan (Franklin); R. Korber (rep for Bay District)

AGENDA TOPICS

1. Group Administration/Organization

Discussion:

Discussed group organization. The group elected B Sullivan as Chair. Secretary shall be on a rolling basis among the group members. R Korber volunteered to serve as Acting Secretary for the meeting.

Discussed the posting of meetings as per applicable RSAs. S Dolloff will review requirements and report back to Workgroup. In meantime it was agreed that: B Sullivan will prepare agenda and submit to S Dolloff ; S. Dolloff will issue to all member communities for posting in respective communities.

Discussed preparation of minutes. Minutes will be prepared by Acting Secretary who will then submit to CIP Workgroup for review and comment. Comment period shall be 2 weeks. Acceptance and amendments to minutes will be made at subsequent meeting.

Action Items:

	<u>Person</u>	<u>Deadline</u>
Review procedures for posting meetings.	S Dolloff	Next CIP Meeting

2. Project Types

Discussion:

Discussed the type of projects to be included in the CIP. There was acknowledgment that some projects that are typically considered O/M type projects will be costly to complete. It was determined that a distinction will be made between maintenance projects and capital projects. The CIP Workgroup will assess O/M projects on case-by-case basis and determine if they should be included in the CIP.

Discussed the project dollar threshold for consideration in the CIP. It was reiterated to keep the threshold at \$50,000.

Action Item:

	<u>Person</u>	<u>Deadline</u>
DES staff will prepare and present a facilities maintenance schedule to CIP Workgroup for review and comment. DES will make recommendation on source of funding for each line item.	S McMillin	Next CIP Meeting
CIP Workgroup to present recommendations on projects to Advisory Board (AB).	TBD	Next AB Meeting

AGENDA TOPICS (cont)

3. Worksheets and Forms

Discussion:

Discussed the forms and worksheets developed in previous meetings. D Leonard offered suggestions to the project worksheet. Group accepted recommendations to add identification of project phasing and expected useful life. Group accepted all other forms as presented.

B Sullivan suggested an executive summary be developed that will accompany the CIP package (worksheets, forms). It was agreed that the summary would be helpful to communicate intent of CIP Workgroup and AB to those outside the groups. Discussed the format of the summary. Key elements to include: WRBP background; explanation of project selection; narrative on CIP Workgroup process/procedures; listing of projects completed to date; and narrative on how to use the documents.

S McMillin presented an updated CIP Summary Form populated with projects based on internal DES review. This was presented as a “first pass” for discussion purposes only. S McMillin reviewed the projects with the Workgroup. There was discussion regarding format and presentation of information as well as the types of projects to include on the list.

<u>Action Items:</u>	<u>Person</u>	<u>Deadline</u>
Revise project worksheet.	R Korber	Next CIP Meeting
Develop draft executive summary.	S McMillin; R Korber	Next CIP meeting
Populate CIP Summary Sheet.	S McMillin; S Dolloff	Next CIP Meeting

4. Information and Communication

Discussion:

Discussed the CDM report and recommendations as it relates to the CIP. According to DES staff, CDM completed a conditions assessment and needs evaluation on WWTP facilities; they did not complete detailed analyses or evaluations on solutions to address deficiencies or needs. Additional analyses/evaluations will be required to determine best approaches to complete facility upgrades. Therefore, the CIP Workgroup should not rely on CDM’s report for determining project priorities or associated costs. The project lists developed to date are a “wish list” and do not represent CIP recommendations by DES or CDM. The recommendations will need to be evaluated and vetted as part of the CIP process.

Recognizing there may be misunderstandings regarding the CDM information as previously presented to decisions makers and the public, there was discussion on the need to establish communication protocols going forward. There was consensus that a more clearly articulated program be established, starting with putting CDM’s work in the proper context. The group agreed to develop a communication piece from the CIP Subgroup to the AB. The AB would then forward that on to decision makers. This will be discussed in more detail at the next meeting.

<u>Action Items:</u>	<u>Person</u>	<u>Deadline</u>

Next Meeting:

- Proposed Agenda Items:
- Review maintenance schedule
 - Review CIP Worksheet
 - Review executive summary
 - Review updated CIP Summary Form and project listing
 - Discuss communication and public education

Proposed Date; Mar 9th
 Proposed Location: Gilford Town Hall