

Winnepesaukee River Basin Program

CIP Subcommittee Meeting Minutes

July 20, 2011 Gilford Town Hall 9:30 am

Chairman Brian Sullivan (Franklin) called the meeting to order at 9:40. Those in attendance were Sharon McMillin (DES), Steve Dolloff (DES), Paul Moynihan (Laconia), Ray Korber (Bay District), Dan Leonard (Meredith), Sheldon Morgan (Gilford) ( 10:25) and clerk Tracey Russo.

**Agenda Topics**

Old Business

1. Identify Secretary for this meeting (or introductions if transcriptionist is available): Tracey Russo was welcomed as the new transcriptionist for the WRBP.

2. Approve June 8, 2011 meeting minutes: R. Korber made a motion to accept the minutes as written; B. Sullivan seconded all were in favor, motion passed. P. Moynihan held silent, indicating he was not a subcommittee member.

3. WRBP declined the SFR loan for Combined Heat Power Project via letter to DES: S. McMillin explained that the WRBP management did not recommend taking on this new loan and that the CIP Subcommittee had previously concurred with this recommendation not to pursue the loan at this time. If a decision is reached to apply for a loan at a later date, they will need to go through the whole pre-application and qualification process again. It will be determined at a later date if there are any projects that would be prioritized by the CIP Subcommittee and qualify for SRF funding.

4. Schedule Site walk for River Street paving: It was decided that B. Sullivan and S. Dolloff along with Bernie (from Laconia) and Ken Noyes would undertake this task. They will be looking at the different aspects of phasing the project by prioritizing what needs to be done first. The pace and scope of the work for each phase will be dictated by the cost. Some of the considered work will be overlays, shimming, reconstruction, and reclamation. They are looking at the possibility of a three to five year plan or longer dependent upon cost. They will meet on August 3, 2011 at 9am at the WWTP and expect the meeting to last at least until noon and possibly most of the day.

5. WRBP staff has not gotten further in review of possible projects for available STAG funding for Solids Handling at the WWTP. Still working on digester heat exchanger evaluation internally. S. McMillin explained that some of the funds granted but not expended to other projects have been pulled back by the EPA; so far they have not gone as far back as this project. However, we can't extend this grant again; there are 2.5 years left of the five year extension and it must be used by January 2013. The Digester Heat Exchanger is eligible for this money at this time, but no other projects have yet been identified to qualify. S. McMillin said that as long as projects meet the requirements of Solids processing, they should qualify per EPA and DES guidance.

### **New Business**

#### 1. Discussion of Flow Metering Executive Summary.

There was a lot of ensuing discussion on this topic. S. McMillin indicated that there has been a workshop scheduled for July 28, 2011 (in Meredith). Technical memos are being reviewed and finalized. S. McMillin will get copies of those memos from CDM out to members by Friday in preparation of next week's meeting. D. Leonard inquired as to whether a larger copy of Figure ES-1 in CDM's Design Memorandum C-1 was available in PDF format in order to print a larger copy. S. McMillin said CDM would be bringing a large copy to the meeting on the 28<sup>th</sup>, but she would request that CDM provide the figure in pdf format so she can forward to the members. S. Dolloff encouraged everyone to look at the pertinent facts concerning the meter locations that are relative to their community flows. All members should be ready to vote on the meter locations that affect their community on the 28<sup>th</sup>. The members will need to decide if the meter locations are sufficient to capture their flows. R. Korber asked that the more straightforward communities be dealt with first, so if there is a need for another meeting only those with locations not voted upon will need to be in attendance. R. Korber expressed some concerns that the WRBP may need to retain a consulting firm to help set rates. S. McMillin indicated that this might best be handled at the community level between the individual communities and the DES, but that if the communities felt that such assistance was needed it could be pursued. R. Korber suggested a flow metering project timeline be sent to all members stating what needs to be done by what date - keeping it very simple with pertinent dates. The March 15<sup>th</sup> date to have all the meters installed, up and running and de-bugged is critical to capture Spring high-volume flows; and the need to keep to the timeline needs to be expressed clearly and succinctly to all communities. Any deficiencies or questions regarding individual communities meter locations should be identified before or during the July 28<sup>th</sup> workshop, with the goal of having the CDM technical staff address any such issues during the meeting. S. McMillin explained she would need to send out information to member communities in multiple e-mails. The first (priority) email will include the Executive Summary and Memo #4 with meter locations and cost estimates for each location's equipment and installation. The

second email will provide memos #1 & #2 describing existing conditions; the third email will provide memos #3, #5 & #6 describing communication and data management. B. Sullivan will e-mail all Town Administrators as to the importance of reviewing the pertinent information for their individual community (especially the Executive Summary and Memo #4) and being prepared to vote to accept the proposed locations on the 28<sup>th</sup>. Once votes are taken and accepted, CDM can move forward with the final design for those locations. If there are questions regarding specific locations, they can be addressed subsequent to the meeting (either at a second meeting or with individual members) with the goal of being able to finalize the design and bid as soon as possible in order to meet the project schedule.

2. Review projects on internal CIP listing and start placing each on 10-year rolling schedule. After some general discussion, it was decided to have a continuation of this at a meeting scheduled for August 17<sup>th</sup> at the Gilford Town Hall from 8am-2pm; in consideration of the lengthiness of the subject at hand and the October 31<sup>st</sup> deadline to complete the CIP report.

**Other Business:**

1. Members indicated that they had received the WWTP Facilities Plan prepared by McGuire in the 1970s which described some of the original basis of the cost apportionment. WRBP staff indicated that they had not received this document from Belmont. Tracy agreed to follow up and have the document forwarded to the WRBP.

2. There was discussion regarding the collection system assessment CIP item(s). It was agreed that an RFQ would be prepared to qualify a consultant that would then outline the project scope in more detail and provide a budget to do the evaluations in a phased, prioritized approach.

**Next CIP meeting date, location, agenda items:**

August 17<sup>th</sup> at the Gilford Town Hall from 8am-2pm - Review projects on internal CIP listing and start placing each on 10-year rolling schedule; complete flow metering worksheet; complete River St. worksheet.

**Actions Required:**

Brian Sullivan to e-mail all Town Administrators concerning July 28<sup>th</sup> Advisory Board meeting.

Sharon McMillin to contact CDM to see if they can expedite the distribution of the memos for workshop on July 28<sup>th</sup>.

Sharon McMillin will prepare a CIP worksheet with the different phases of the metering project. She will provide this worksheet for review by the CIP Subcommittee by July 22, incorporate comments, and have available for the workshop on July 28<sup>th</sup>.

Motion to adjourn by S. Morgan; seconded by D. Leonard; motion passed; meeting adjourned at 11:20 am.

DRAFT