Winnipesaukee River Basin Program

CIP Subcommittee Meeting Minutes

November 14, 2011 Laconia Compound 11:00 am

Attendees: Chairman Brian Sullivan (Franklin) called the meeting to order at 11:10pm. Those in attendance were Sharon McMillin (DES), Steve Dolloff (DES), Ray Korber (Bay District), Dan Leonard (Meredith), Paul Moynihan (Laconia) and Tracey Russo (clerk).

1) Review CIP minutes from 10/18/11 meeting (vote)

B. Sullivan made a motion to accept the minutes of 10-18-2011 as written; D. Leonard seconded; all were in favor; motion passed.

2) Review CIP minutes from 10/24/11 meeting (vote)

B. Sullivan made a motion to accept the minutes of 10-24-2011 as written; D. Leonard seconded; all were in favor; motion passed.

3) Review/finalize populated CIP Project Worksheets and other forms

S. McMillin began by saying the forms are not in any particular ranking order, they were left in the order of the internal working documents since that is how they have been reviewed to date. We will need to put them in order of priority. S. Dolloff commented that everything cannot be done in 2012 & 2013 and some projects will need to be pushed out. General discussion ensued as far as the ranking procedure, considering some projects scored higher than others but will be more of a priority. Projects were ranked in the following order based solely upon score (a, b and c designations for the same number have the same ranking score).

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| 1 | Collection System CMOM Evaluations |
| 2 | Weirs Gabion Wall (combining the design and construction into one project with phases) |
| 3 | WWTP Digester Boiler and Heat Exchanger evaluation and upgrade (potential CHP upgrade) |
| 4 | Programmatic Comprehensive Program Evaluation (CPE) |
| 5a | Metering & Rate Study - Evaluation and Preliminary Design |
| 5b | Metering & Rate Study – Design and Implementation |
| 5c | Solids Handling improvements- alternatives analysis (digesters, sludge thickening, septage) |
| 6 | Digester gas pipe cleaning & inspection & replacement of rotting pipe (combine with Solids Handling) |
| 7a | Laconia Compound Historic Preservation |
| 7b | Laconia Maintenance shop Energy Efficiency upgrades |
| 8a | WWTP Fire alarm evaluation and retrofit |
| 8b | WWTP Roadway |
| 9 | Winnisquam PS Re-routing subsurface conveyance structures - evaluation & alternatives |
| 10 | WWTP Electrical system - switchgear, generators, transformer, MCCs - alternative analysis |
| 11a | Winnisquam PS - Replacement generator set & enclosure vs. modify existing pad, enclosure and controls - alternatives analysis |
| 11b | Lower Bay PS generator installation (may be below CIP threshold if done by WRBP staff) |
| 12 | WWTP Tank Maintenance |

These projects were then placed onto the 10-year CIP document by category. The CPE was moved to the top section, the next section includes projects in ranking order for the WWTP, and the next section includes projects in ranking order for the Collection System.

General discussion about the CPE, D. Leonard suggesting looking at the operational facilities and projects we will see a return on from reduced operational costs. R. Korber suggested looking at two separate evaluations - the first could be for Systems & Facilities and the second for Operations, Management & Administration. He feels the WRBP should have a firm look at the Systems & Facilities and work with the WRBP staff to identify priority areas for improvement. It was suggested to hire two separate firms that can specialize in the type of evaluations that they do best, narrowing in on qualifications and being very specific writing the scopes. This can be separate contracts that run concurrently. S. Dolloff thought that would be a good idea as it would give some of the smaller firms a chance to participate in the project.

R. Korber asked if DES could give a laundry list of items that need to be completed at the pump stations. S. Dolloff and S. McMillin indicated that most of the work at pump stations can be performed internally as O&M since most of the pump stations do not need significant capital projects, except for those projects already identified in the CIP. R. Korber suggested writing an RFQ(s) based on what evaluations are needed and submit it to firms ahead of the formal bidding process to get their input as to additional information or alternatives that they would include in the scope, which could save time and money. R. Korber feels it would be pointless to do another CPE, if not much was gotten out of the last one done. S. Dolloff indicated that some recommendations from the previous CPE were implemented and others were not feasible based upon the facilities being state owned and operated. It was also suggested that Town Managers and other members of the Governance Subcommittee be involved in preparing the final scope so as to be specific in the scope with details that they are looking for in the MOU. Then, finalize the RFQ(s) for formal bidding.

To the description on Digester Boiler Heat exchange the description needs to include “Preliminary evaluation being done by DES staff”.

**Solids Handling**

There is a federal STAG Grant with funding available which will run out at the end of 2012, requiring a 45% funding match. This funding is already available through a SRF loan, but the project would need to be completed in order to get the STAG funds as reimbursement. Discussion centered on performing an Alternatives Analysis and if it is really needed. S. McMillin indicated that potentially focusing on the alternatives for augmenting the combined heat power (CHP) potential of the solids handling area could provide a good return on investment and was within the scope of the funding. A price limitation would need to be set if such a project was identified clearly. It needs to be put on the radar and a placeholder was included in the CIP. Consensus among the group members was that, if there is funding available and a clear scope of work is developed, the project should move forward. S. Dolloff noted that addressing the solids handling processes is not the most critical need for the WWTP in the near future.

**Digester Gas Piping**

R. Korber asked do we need to have a firm to come in and test the pipes (e.g. possibly pressure test and thickness). S. Dolloff explained there have been some problems in the past with testing pipe thickness. S. McMillin suggested combining this with solids handling CIP worksheet including a descriptive narrative of this project. S. Dolloff explained that a pipe failure would cause a short term, not a long term, disruption to operations.

**Fire Alarm**
A RFP is currently being prepared in house and will go out for bid in order to determine a cost to replace the system at the WWTP. Once costs are obtained, a determination can be made if replacement with a non-proprietary system that can be maintained by WRBP staff or continued maintenance of the proprietary Simplex system by Simplex is most appropriate. A placeholder was left in the CIP in 2014, given that the CIP is to be evaluated each year.

**River St. Access Roadway**
This project should be done in phases with the most important project being to preserve the existing roadway by doing the chip and crack seal and improve drainage (primarily ditching and grading). Funding for $30K was included for FY2012 for crack sealing and drainage and $50K for FY2013 for chip sealing. Subsequent phases would potentially involve maintenance and rehabilitation over a five year period, with estimated completion in 2017. Discussion included future reevaluation of the need for full depth restoration in one section (approximately 1500 feet) of the roadway, given the estimated high cost and other projects which could have priority for funding.

**Electrical Upgrade**
Although the CIP scoring for this project was lower than some others, both S. McMillin and S. Dolloff agreed that the electrical system is critical to the WWTP operation and potentially more important than some of the higher scoring projects. It was recommended to schedule the comprehensive alternatives analysis in 2016 but to critically re-evaluate it as to its priority each year.

**Routine Tank Maintenance**
This maintenance is something that is included in the WWTP routine maintenance schedule. Not a high priority by the CIP scoring, but it is recommended to continue this practice in order to preserve existing infrastructure.

S. McMillin agreed to make the recommended changes on the worksheets and 10-year CIP document in time for discussion at the next CIP meeting. Once finalized, the CIP will be presented as recommended priorities to the Advisory Board.

S. McMillin distributed a draft RFQ for As-Needed Engineering Services for review and input by the CIP Subcommittee at their next meeting. The scope of services could include alternatives analyses or design services included on the CIP with a cost cap each fiscal year. This type of contract was recommended by the Advisory Board in order to expedite implementation of projects without necessarily having to bid each engineering effort. Unlike in the past, current State contracting rules now allow for such a contingency contract.

A motion was made to adjourn at 2:15 by D. Leonard; seconded by R. Korber; all concurred. Meeting adjourned.

**Next Meeting**
December 1, 2011 11:00am at the Laconia Compound