

## Winnepesaukee River Basin Program

### Capital Improvements Program (CIP) Subcommittee Meeting Minutes

December 1, 2011 Laconia Compound 11:00 am

Attendees: Chairman Brian Sullivan (Franklin) called the meeting to order at 11:05 am. Those in attendance were Sharon McMillin (DES), Steve Dolloff (DES), Ray Korber (Bay District), Dan Leonard (Meredith), Sheldon Morgan (Gilford) and Tracey Russo (clerk).

1.) Review CIP meeting minutes from 11/14/11 meeting (vote)

R. Korber made a motion to accept the minutes of 11-14-2011 as amended; D. Leonard seconded all were in favor motion passed.

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

S. McMillin handed out new internal worksheets for review. General discussion ensued concerning the proposed Comprehensive Program Evaluation (CPE) and whether or not its focus should be changed to reflect the two different parts (1) being the Systems and Facilities and (2) Operations, Management and Administration. R. Korber suggests keeping the two separate. Look at the system and facilities and see how we operate and where to save money. D. Leonard suggests we need someone to provide a check and balance; to verify that what is being done is being done properly. R. Korber said we should put out a RFP for a comprehensive plan and that will bring in some firms that can do an operations and management evaluation. When evaluating the other potential projects, add the info from the CIP projects under consideration. The information will then brought forward to the Advisory Board and the Advisory Board and DES staff will decide which recommendations should go forward. The owner of the facility would ultimately have final say. S. Morgan asked aren't you looking for firms that have done something uniquely different? S. Dolloff explained part of the RFP process is a review of what the firms has done that can benefit us and we can get the most use out of their experience. It was decided to recommend that an Operations, Administration and Management study would be the focus of the next evaluation since the emphasis for the last study by CDM and the work by the CIP Subcommittee has concentrated on the Systems and Processes.

It was also suggested to make a nice presentation booklet to send to rate payers after the Advisory Board votes and accepts the CIP. R. Korber suggested keeping it to a tri-fold, not comprehensive as to what the committee has accomplished to date. Also suggested was a press release to the newspapers. Also recommended was providing hard copies of the full CIP report including worksheets to each community after it was approved by the full Advisory Board. This would help preclude material being excerpted and used out of context.

The following changes were made to the internal CIP worksheets:

#### **Comprehensive Program Evaluation**

Change to Operations, Management and Administration Evaluation.

## **Digester Boiler and Heat Exchanger Evaluation, upgrade and/or Repair**

### Project or Equipment Description-

S. McMillin to compose since was left blank. Description is to include in house and manufacturer's trouble shooting and retrofits (such as temp sensors) that has already been performed.

Remove the following "CHP or co-gen evaluation may be coordinated with this upgrade or solids handling project." Noting that this should be included in the correct, Solids Handling Project worksheet.

### Justification-

Add "given that an alternatives analysis may be necessary" to last sentence of justification.

### Impact of Cancelled or Delayed Project-

Add information regarding that issue may lead to seeking alternate disposal methods if this situation cannot be resolved in order to meet permit conditions.

## **Solids Handling Alternatives Analysis**

### Justification-

Add "CHP or co-gen evaluation may be coordinated with this upgrade or solids handling project."

Insert "Increase digester capacity by increasing efficiency" after WWTP may help to reduce operating costs.

## **River Street WWTP Access Roadway Rehabilitation**

### Project or Equipment Description-

S. McMillin will change wording to reflect the amendments approved in the minutes of 11-14-11 regarding phasing and costs.

### Impact of Cancelled or Delayed Project-

Add "or road reverts to gravel"

## **Fire Alarm evaluation and retrofit**

### Project or Equipment Description-

Remove "install" replace with "evaluate cost effectiveness of maintaining the existing system versus.."

## **Electrical System Upgrade at WWTP**

Suggestion made to insert an additional photo of the WWTP generators in addition to the switchgear.

## **Routine Maintenance of Process Tanks**

### Project or Equipment Description-

Include wording with details on how many tanks total and how many are rotated yearly.

## **Phase Collection System Evaluations (CMOM)**

### Project or Equipment Description-

Remove "perform necessary". Replace with "identify locations with excessive I/I and extraneous wet weather flows and develop a repair/ maintenance program.."

### Justification-

Add "To determine the cost/benefit of removing extraneous flows to the collection system." The goal of the evaluations and subsequent repair/maintenance program is to reduce the need for pump station and WWTP expansion created by extraneous flows.

### Impact of Cancelled or Delayed Project-

Add "Violating the NPDES Permit if there are sanitary sewer overflows (SSO). Controlling I/I will help reduce the need for future expansion of wastewater treatment and pumping capacity."

### **Alternative Analysis Winnisquam Pump Station Rehabilitation Project**

#### **Project Name-**

Remove "Alternative Analysis" since such an analysis has already been performed.

#### **Project Description –**

Add "This will facilitate removal of deteriorated buildings and re-routing the sewers on site."

#### **Multi-Phased Project-**

Remove "Evaluation needs to be performed in order to determine need and priority of potential future upgrades."

### **Alternative Analysis for Winnisquam Pump Station Emergency Generator**

#### **Project or Equipment Description-**

Remove "(it will run 3, but not 4 installed pumps." Add "start" after removing "run" in the sentence – it fails if the conditions call for 3 pumps to be run simultaneously).

### **Permanent Emergency Generator at Lower Bay Pump Station**

#### **Justification-**

Remove "portable generator" in all places in paragraph replace with "septage hauler".

3.) Review/comment on draft As-Needed Engineering Services RFQ

S. McMillin will check wording of contract with DES after some suggestions on adding stronger language to reflect that DES doesn't have to use the contracted engineer for projects if DES determines it's not in their best interest for any reason. Since draft language was excerpted from a previously approved DES engineering contract, S. McMillin indicated that she would try to include such language but that internal approvals would be necessary.

### **WRBP Capital Improvements Program Summary Per State Fiscal Year**

The years implemented were changed on the following projects-

#### **River Street WWTP Access Roadway Rehabilitation**

Changed from 2013 to 2015

#### **Phase Collection System Evaluations (CMOM)**

Changed from 2013 to 2015

#### **Laconia Maintenance Shop Energy Efficiency Modifications**

Changed from 2013 to 2015

#### **Winnisquam PS Rehabilitation (remove "evaluation & alternatives" from title)**

Change from 2016 to 2020

**Motion to adjourn** at 2:16 by D. Leonard; seconded by R. Korber

### **Next Meeting**

To be announced