

Winnepesaukee River Basin Program

Capital Improvements Program (CIP) Subcommittee Meeting Minutes

March 9, 2012 Laconia Compound 9:00 am

Attendees: Chairman Brian Sullivan (Franklin) called the meeting to order at 9:04 am. Those in attendance were Sharon McMillin (DES), Steve Dolloff (DES), Ray Korber (Bay District), Dan Leonard (Meredith), Sheldon Morgan (Gilford) Paul Moynihan (Laconia) and Tracey Russo (clerk).

1.) Review CIP meeting minutes from 12/1/11 meeting (vote)

R. Korber made a motion to accept the minutes of 12-1-2011 as written; S. Morgan seconded; all were in favor; motion passed unanimously.

2.) Create a Transmittal Memo from the CIP Subcommittee presenting the recommended 10-year CIP to the AB to be included in the CIP document distributed to the communities.

Discussion was held concerning the CIP transmittal letter and the information contained therein. The group decided to keep the transmittal letter short and succinct. It should not repeat what is said in the AB cover letter that is also being drafted. However, it was suggested that one of the letters contain an acknowledgement of the amount of time spent working on the projects presented along with a disclaimer about CDM's work. P.

Moynihan will create a short cover letter from the Advisory Board to the member communities. The transmittal letter created by B. Sullivan will be the second document in the CIP package. Both these letters will be attached before the CIP Executive Summary, then the rest of the CIP package as discussed at the last AB meeting. Since the CIP package has already been approved by the AB, once it is produced and assembled copies will be sent out to each AB member for distribution within their respective communities. S. McMillin would like to see the executive summary referenced in one of the letters since that provides a description of how the rest of the package was created and best interpreted. P. Moynihan and B. Sullivan will collaborate so there is no redundancy.

3.) Prepare a Draft Press Release to be published concurrently with the CIP distribution - mimic what is going to be in both the CIP Transmittal Letter and the AB CIP Cover Letter (yet to be drafted)

Based on recommendations from the DES public relations office, S. McMillin suggested keeping the press release short, (less than 500 words), keep to a few major points (no more than three), and maybe include a quote from either the Chairman of the Advisory Board or the CIP Subcommittee. Possibly include similar language as in the two cover letters or information from the executive summary. P. Moynihan, B. Sullivan and S. McMillin will prepare a draft for discussion at the next meeting.

S. Morgan requested that the press release should not be published before the AB representatives have a chance to distribute the CIP document within their communities. There was concurrence with this timeline.

S. McMillin indicated that the final package would probably not be ready by the next quarterly AB meeting on April 10th due to production quantities and timeline, but that she would try to expedite final document completion especially if letters and press release were completed at that time.

Steve Dolloff stated that he thought the press release would be more meaningful if it was not self-congratulatory and embellished and that any quotes, if they are included, should be reserved.

Ray Korber stated that he thought the press release should be simple and pointed.

4.) Outline for Draft WRBP Capital Improvements Informational Brochure (tri-fold or other short format) - Example: brief history of program, capital projects recently completed and on-going (Dewatering, Blowers, UV), MOU, CIP, other topics TBD

R. Korber asked; who is the audience for this literature, if created? What is the value? Discussion indicated that putting literature in with rate payer bills can be problematic due to statues restricting this practice. The costs for a separate mailing to rate payers could be substantial.

D. Leonard indicated that is may be too early to be thinking about putting out a brochure. He suggested waiting until after the UV project is completed and then doing a revised brochure, maybe next year.

S. McMillin stated she is in the process of updating the website and updated information in a PDF format could be added. The current brochure from 2007 is already on the DES WRBP website. If communities are better informed as to where to get the information, they can then direct their ratepayers to it. This was tabled to a future meeting.

MOU Action Item Schedule for CIP Subcommittee:

-Per Item #4: DES and the CIP Subcommittee shall have completed a review of the available information and studies concerning long term capital investment plans and will have outlined a scope of work for additional studies.

S. McMillin explained that MOU Items #3, #4 & #6 have due dates this month or after.

MOU Item #3 has been completed; S. Morgan made a motion to affirm completion of MOU Item #3; R. Korber seconded; all were in favor; motion passed unanimously.

R. Korber made a motion that the CIP Subcommittee recognizes that MOU Item #4 has been completed. Specific studies have been identified; it's further recognized that each individual study shall have a detailed scope of work developed as per MOU item #3. S. Morgan seconded; all were in favor; motion passed unanimously.

-Per Item #6: Determine if outside engineering firm needs to revise the CIP. Suggested First Step: CIP Subcommittee to vote on and present their recommendation per previous discussions (e.g. *not to contract with outside firm at this time*) to full AB for their final vote.

S. McMillin will put this on the April 10th agenda; she would, however, like to have the CIP Subcommittee make a recommendation to the Advisory Board. D. Leonard asked what the pros would be of having a firm look at the CIP. R. Korber suggested there was no benefit at this point and made a motion to recommend to the Advisory Board that the CIP Subcommittee does not deem it necessary to retain an engineering firm to revise the CIP. S. Morgan seconded the motion; all were in favor motion; passed unanimously.

S. McMillin handed out the **Table of Contents and Executive Summary from the study from 2001 Comprehensive Plant Evaluation as reference for when the CIP Subcommittee develops the scope of the Operations,**

Management and Administration Evaluation. It was noted that not all of the recommendations were feasible to implement.

- Per Item 7.2: DES and the CIP Subcommittee will provide the Board, in draft form, alternatives for an updated assessment formula (due date to AB is 9/30/12)

Discussion ensued with the group deciding to look at the model that CDM gave to S. McMillin. Discussion among the group indicated that the CIP Subcommittee would schedule this topic for a later meeting. S. McMillin is to provide the draft CDM assessment cost model spreadsheets and associated memo prior to when the CIP Subcommittee starts discussion of the assessment formula.

The group would like to bring in Joe Ridge to consult with; however, after considering the hourly rate of Mr. Ridge it was decided to work as a group first and bring him in when they are closer to an end result.

Other Business: As time permits: Review of Draft Guidance Document for Advisory Board Governance (MOU Item #5)

Discussion of the draft outline proceeded, including the suggestions R. Korber has made concerning the order of items making it difficult to follow and reducing the information regarding the video and telephone portion of the document. S. McMillin will re-order and only include reference to the RSA in the draft the document for discussion at the next meeting. Discussion also indicated that the CIP Subcommittee could only make recommendations to the full AB and member communities about the draft document and that there are still unresolved issues regarding weighted voting.

An agenda for the next CIP Subcommittee meeting was discussed, and items include:

- 1.) Review of revised Governance Guidelines Document
- 2.) Draft transmittal letter by P. Moynihan & B. Sullivan – finalize and approve
- 3.) Review draft press release – finalize recommendations to the AB
- 4.) Establish an order of priority on studies needed and start working on projects' scope.

S. McMillin gave a brief update on the flow meter locations. She said some still need to be finalized; they had a good meeting with DOT District 3 but still need to get a contract in place to get permits. There are some coordination issues and easements needed in several locations. D. Leonard asked if there was a target date. S. McMillin replied no there are still some holes in locations and they need to revise some specifications, but the project is expected to move forward this construction season. Some locations may need to have temporary meters instead of permanent installations, if easements cannot be obtained.

A short discussion was held and a decision was made to schedule the next several meetings in light of the amount of work to be completed by the committee. Meetings will be held on the following dates at the Laconia Compound from 10am-12pm. March 23rd, April 13th, 27th, & May 11th, 25th. The quarterly meeting of the Advisory Board will be held on April 10th at the Laconia Compound from 9-12.

Motion to adjourn at 11:00 by D. Leonard; seconded by S. Morgan; all concurred and meeting adjourned.

