

MEREDITH CAPITAL IMPROVEMENTS PROGRAM ADVISORY COMMITTEE MEETING MINUTES

Date: May 11, 2005

Members Present: Peter Brothers, Chairman
Bill Bayard, Vice Chairman, Planning Board Representative
Frank S. Michel, Selectmen's' Rep
Lou Kahn, Alternate Planning Board Representative
Miller Lovett
Scott Nolan
Tony Candage
Mark Flanders

Members Absent: Jack Carty, School Board Rep

Staff Present: Carol M. Granfield, Town Manager
Brenda L. Vittner, Director of Administrative Services
Bob Hill, Water & Sewer Superintendent

Public in Attendance:
Bob Flanders
Ray Korber, SEA Consultant
Rob McCoy, SEA Consultant

Call to Order: Chairman Brothers called the meeting to order at 7:00 pm, at the Meredith Town Hall Annex. First order of business was the review and acceptance of the minutes from April 20, 2005. Bill Bayard moved to accept the minutes as presented; Frank Michel seconded the motion. The Committee voted unanimously to accept the minutes as presented with three abstentions; Scott Nolan, Mark Flanders and Miller Lovett who were not present at the April 20, 2005 meeting.

Water System Evaluation: Chairman Brothers introduced Ray Korber and Rob McCoy of SEA Consultants. SEA Consultants were contracted by the Town to perform a Water Study on the current infrastructure in the Town of Meredith. Bob Hill, Water & Sewer Superintendent updated the Committee on the history of the Water Department in Meredith. Bob indicated that last 100+ years installation of water service has now produced 17 miles of cast iron and ductile iron pipes to service Meredith. There was a discussion of dead-end lines and blow-offs. Mark Flanders asked Bob to define what a blow-off was and where were they located. The blow-offs are in Meredith Center; end of Boynton Road and on Bayshore Drive. Bob Hill turned the floor over for the Power Point presentation by SEA Consultants. This presentation was also done for the Board of Selectmen on Monday, May 2, 2005.

Ray Korber indicated that during the presentation questions were welcome. Rob McCoy began the presentation with the scope of services covered within the evaluation, which include: data collection and review, current and projected water demand, hydraulic computer model of system, water treatment plant and storage tank analysis, distribution system analysis and a capital improvements plan.

Planning objectives included: meeting level of service, reduce risk of failure, build in redundancy, improve water quality, maximize investment in existing infrastructure, and to minimize capital, operational and maintenance costs.

The numerical analysis of water treatment and storage drew a number of questions. Bill Bayard asked if SEA had looked at capacity on a weekly basis and Lou Kahn asked about the assumption of expansion. Rob McCoy indicated that the data was collected during 2004 and that the numbers were based upon averages. Also, the data did not assume expansion past development already in the pipeline. SEA utilized data from OSP (Office of State Planning) and projected projects that were identified in a meeting with John Edgar, Town Planner.

The analysis on the distribution system reviewed existing conditions; fire flow capacity – generate enough flow and storage capacity, pipe condition, risk of failure, redundancy and water quality. Recommendations from the analysis include pipe replacements, pipe extensions and other rehabilitations. Projects that have been previously submitted to the CIP Committee include High Street/Waukegan Avenue, Stevens Avenue/Oak Street, Red Gate Lane, Lower Ladd Hill Road/Main Street and Avery Street to Water Street. High Street/Waukegan Avenue is currently out for bid and the other projects have been placed on a scheduled list for CIP.

The focus of the financial analysis was water rates and the ability to self-fund the Water Department. SEA performed a Revenue/Cost analysis with a projection period of 10 years. The results indicated that if the current water rates remained the same over the projected period, the Water Fund would experience a deficit of \$1 million or more. Adjusting the current rates by 38% would have the effect of a small surplus of +/- \$40,000 by 2014.

SEA Consultants had the following recommendations for the Town:

1. Demand Management Strategy
 - a. Eliminate blow-offs
 - b. Water meter calibration/replacement program
 - c. Evaluate alternative rate structures
 - d. Leak detection study
 - e. Public education programs to encourage conservation
 - f. Develop ordinances and policies for water restrictions
2. Water treatment plant regulatory compliance strategy
 - a. Pilot scale study
3. Second storage tank – search for suitable site
4. Implement distribution system improvements
5. Staffing plan

After the presentation, discussion of information continued. Miller Lovett asked the SEA Consultants as to where the check was on the reliability of the data. Bob Hill responded that at each juncture, as the data was running through the model checks were made in the field to check reliability. Bob Hill stated that he felt that the data and the model reflects the actual system. Rob McCoy indicated that the data was within 5 psi, and that this was an acceptable level to determine reliability. Miller Lovett expressed his concern that the ten-year projection was inadequate. Ray Korber indicated that the ten-year model was chosen based upon the size of the community and the number of projects affecting the water system. Ray indicated that the Water System Evaluation document was dynamic and should be reviewed and updated every two years. Frank Michel commented that after the four meetings he has attended he feels that the Town of Meredith has a B – B+ system, however for the future it may not be the same. The Town must prioritize for the future, and public education is one of a number of items on the radar

screen. Also, Frank indicated he felt the Town was on the right track to evaluate the different dynamics, demand changes and spending money is not always the answer.

Chairman Peter Brothers thanked Ray Korber and Rob McCoy for their presentation and all of the work that went into the Water System Evaluation Report. Their efforts are appreciated by the CIP Committee.

General Government Update: Brenda Vittner updated the Committee concerning general government projects: the Town is currently refinancing higher interest debt, there is no recommendation for funds for either the Municipal Building Expendable Trust or the Downtown Parking Expendable Trust. For informational purposes, the Town will be issuing an RFP by the end of May 2005 for professional services to determine IT (Informational Technology) needs. This RFP will determine the current levels of computer needs, preparation of and IT Plan and recommendations for staffing.

Adjournment: Mark Flanders made a motion to adjourn at 9:00 pm. Frank Michel seconded the motion. All voted in favor of the motion.

Respectfully submitted,

Brenda L. Vittner

May 12, 2005

Approved: May 25, 2005