

**WATER SYSTEM COMMITTEE**  
**MINUTES OF August 5, 2008**

Town Hall Annex  
5 Highland Street  
Main Conference Room

**Meeting Opened:** 5:05 p.m.

**Members Present:** Keith Forrester, Miller Lovett, (Selectmen Representative), Chuck Palm, Bob Hill, Richard Roman, and David Thorpe.

**Members Absent:** Carol Granfield, John Edgar, Chuck Lowth, Jonathan James

**Report Updates:**

Bob Hill reviewed data from the first significant water tank drawdown which was run on July 29. A level of 21.8 feet was achieved but residual chlorine levels in the tank and system were at minimum levels so the drawdown was stopped. Pressures were read at several points in the system but no flows were tested. It appears that the pumps provide about 4psi boost to the system when running. Accounting for that, pressure drops in the system with decreasing tank levels were consistent with tank levels. Reductions in residual chlorine levels lend some support to the theory that water is becoming stagnant in the tank.

Bob has found a fully solar powered circulation device which can be installed in the tank to reduce stagnation, recently installed in Wolfeboro. It also can have an added feature to inject chloramines into the tank to increase chlorine levels without aggravating TTHM contamination. Bob will get more information and pricing.

The July Production Report was reviewed which included data during the drawdown. It appears the production data is offset one day from the tank level readings. Bob will look into this. Helpful comments have been added this month – Dave will alter the spreadsheet slightly to give more space for comments.

**Recommendations to Town Manager:**

Progress on the items listed in the July 22 recommendations letter to the Town Manager was reviewed;

1. SCADA – On Schedule. Bob will visit 3 locations which recently installed SCADA systems, one of which is Laconia to get copies of their spec's and learn all we can from their experience. Site visits will be completed in August, the specification is expected to be complete by mid September as requested.
2. Meter Replacement System and Leak Detection – On Schedule to publish a schedule for these two activities by the end of August.
3. Production Records and Loss Calculation Report – Close to Schedule. The production report is being maintained with brief comments but some data entries may be skewed by one day – Bob to investigate. Dave will alter the format to

give more space for comments. No progress yet on getting a better understanding of “unaccounted-for” losses. Bob to work with Linda Labraney as soon as possible.

4. Operation of the Water Storage Tank – On Schedule but additional testing required. See Reports Update paragraph above. Additional testing to be completed before the end of August taking the tank to lower levels and performing hydrant flow tests at the same time. Chuck Palm offered his assistance during these tests.
5. Residual Chlorine level Testing – On Schedule but additional work required. See Reports Updates above. Blow down flows have been reduced for further testing of residual chlorine. Additional testing to be done at the time of the next tank drawdown. TTHM contaminates have been tested twice, about a week apart. All readings were within limits. These were local tests for our own information. HAA5 contaminates were not been tested at this time.
6. Hydraulic Model Update: - On Schedule. SEA will update the hydraulic model. Bob will send them an updated data disc from Michelle’s mapping system. **Additional actions are required soon** – Carol, is there authorized funding for this? Please ask Bob for an estimate. A Purchase Order needs to be written and transmitted to SEA for the work – Carol/Bob. Rob McCoy is requested to attend the next Water System Committee meeting (about ½ hour) to discuss the factors to be used in the model and to ask if pump efficiency can be modeled as well as distribution system performance. This all needs to happen quickly if we are to stay on schedule for an end of August completion of the model update.
7. Operation of Water Treatment Plant – On Schedule but at risk of slipping. **Several actions are required** to get the required testing complete before the end of August; Carol, is there authorized funding available for these tests – estimated cost \$5,000? Bob, Can we get Dave Langsfeld here to complete the testing before the end of August? Keith, will you coordinate the testing activity between Bob, Ray, Dave (Langsfeld) and yourself so the right stuff gets done to yield the desired results?
8. Chlorine Stabilization – On Schedule (no schedule established yet). This is a relatively low priority item but needs someone to take the lead to coordinate between vendors and, in cooperation with Bob, get the required work done. Keith, are you the right one to do this?
9. Requirements for Distribution Line Alterations – On Schedule but very tight. The first step is to get the hydraulic model updated by the end of August. Then there will be only a short time for Bob and Richard to make distribution system upgrade recommendations, both short term and long term. Some upgrades/alterations will be driven by the hydraulic model, some will not.

The “Event Schedule” was discussed briefly. The three most critical activities right now (my opinion) to keep the overall program on schedule are: demand forecasting, capacity determination and understanding “unaccounted-for” losses. Jonathan and John Edgar are working hard on demand forecasting, Bob and Keith are working Item 7 above to quantify actual working capacity of the plant, and Bob is working on Item 3 above to understand and control unaccounted-for losses. If we can manage these three items in

the short term, I believe we can make everything else will fall into place for the CIP and for our presentation to the Board of Selectmen on October 6.

**Meeting Adjourned:** 7:00 p.m.

Respectfully submitted,  
David Thorpe, Chairman