

# WINNIPESAUKEE RIVER BASIN PROGRAM

## ADVISORY BOARD MEETING MINUTES

**April 19, 2018 – Belmont Corner Meeting House**

**Members Present:** The meeting was called to order by Brian Sullivan (Franklin), chair, at 10:08 am. Gene Forbes (DES), Sharon McMillin (DES), Katie Ambrose (Sanbornton), Johanna Ames (Tilton), Wes Anderson (Laconia), Glen Brown (Northfield), Craig Clairmont (Belmont), Steve Dolloff (Meredith), and Scott Dunn (Gilford) were present at that time.

**Minutes:** Wes moved, seconded by Scott, to approve the meeting minutes for February 15, 2018. The motion passed.

**Monthly Summary Report:** Sharon provided the following updates. They were based on the *Monthly Summary Report* for March 2018.

- Flow Metering Services – Three of the flow meters continue to present data validation challenges. See the Flow Metering Services Discussion section below.
- Asset Management/Collection System Evaluations Initiative – An SRF loan application for \$30K per phase for three phases is in process at DES. A test deployment of the platform with on-site training is scheduled for April 24-27.
- WRBP Infrastructure Ownership – Belmont, Northfield, DAS, Gilford, and Tilton have now executed MOAs with DES. Franklin is scheduled to meet with DES to discuss ownership delineation.
- CIP Sub-Committee’s Governance Work Plan – See the Authority Update section below.
- Rate Assessment Formula – There are no status updates at this time.
- Replacement Fund (Reserve Account) Legislation: SB468-FN was referred to interim study by the N.H. House Ways & Means Committee. See the Replacement Fund Draft Legislation Update section below.
- Commercial Discharge Permit Information Workshop – The Laconia DPW met with WRBP on March 28<sup>th</sup>. WRBP rule-making is in progress to clarify the permitting process. See the WRBP Rules Update section below.

**Flow Metering Services Discussion:** Wes asked if it was time to move ahead with the rate assessment formula, as it did not look as though the flow metering services issue would be resolved. Sharon acknowledged that, while the flow meter issue has been frustrating, the WRBP still needs to address the totaling (math) on the lower southern end of the collection system. Math errors result in less accuracy where the rate assessment formula is concerned. While it does not look as if changing the type of flow meters will improve the accuracy, she said that the WRBP plans to explore some engineering options.

Gene acknowledged that there were definitely two issues – first, the accuracy of the flow metering; and second, the need to develop a rate assessment formula. The Advisory Board has been worked on both; but he agreed with Wes about working on the rate assessment formula. Gene acknowledged that capacity was at the heart of the rate assessment formula issue, because some member communities may feel that they are paying for more capacity than they are using, while others may feel that they need more capacity moving forward than they have now.

Wes acknowledged that Laconia's water usage has been dropping due largely to water efficiency measures that have been implemented. Gene acknowledged that resolving I/I issues would also reduce water consumption. Sharon referenced a newspaper article indicating that Laconia has proposed some sewer expansions to new neighborhoods; which may increase its water consumption in the future. Gene asked if planners in the member communities have considered where they want their communities' capacity to be in the future. Wes asked what would be done if the math errors could not be resolved. Gene acknowledged that if they could not be resolved, or if it was ultimately determined that they would be too costly to resolve, then the member communities would have to decide how to resolve the rate assessment issue without the data. Scott asked if estimates would work for now; changing them as consumption increased or decreased.

Gene acknowledged that this was the general idea; although, an issue could arise if a member community felt it was paying for more capacity than it was using or, if a community realized it would need more capacity. Scott expressed his hope that they would not have to play that game. Johanna acknowledged that it was important for Tilton to have accurate flow rates because their capacity was probably going to go up, and she would have to defend the increase in rates. Without validated flow data, it would be difficult to defend an increase. Steve noted that the main interceptor had infiltration issues, and that these would also have to be sorted out. Brian recalled that a five-year rolling average on flow had been discussed in the past as a potential option. He agreed with Johanna about validated flow information because the numbers would have to be defensible.

**WRBP Maiden Lady Cover Force Main Leak in Laconia:** Sharon handed out a document entitled *5-Day Follow-up Reporting – Release of Untreated Sewage from the Maiden Lady Cove Force Main in Laconia – NPDES Permit No. NH0100960*, dated March 15, 2018. Due to the Maiden Lady Cove force main's close proximity to the lake, the release discharged into the lake. She indicated that this was another instance of corrosion from the outside of the force main similar to what has happened in Gilford, Bay District, and Meredith. Incidents such as this are why asset management is being prioritized. The hole was approximately the size of a man's fist. This force main is a dual force main, which allowed the WRBP to turn off the leaking force main and use the other while the damaged one was being repaired. An estimated 64,000 gallons were potentially discharged. Steve asked for an estimated cost for repair. Sharon said that the on-call contractor had not yet provided his invoice.

**What's Not Flushable – Belmont Manhole SSO at Tioga River Siphon and the Emergency Response Contacts List:** Sharon handed out a document entitled *5-Day Follow-up Reporting – Release of Untreated Sewage from a Sanitary Sewer Manhole in Belmont – NPDES Permit No. NH0100960*, dated April 5, 2018. A man walking his dog had reported the release. Rags, wipes, and debris were clogging both barrels of the siphon causing the sewage to back up into, and ultimately discharge out of, the upstream manhole. Laconia and Belmont both assisted the WRBP with the emergency response and initial clean-out of one barrel of the blocked siphon to restore flow. However, an on-call contractor had to be deployed to jet the other barrel of the siphon in order to remove the waste products blocking the second barrel. Noted was that the siphon had been inspected and jetted in December 2017 with no blockages or significant debris accumulation noted in the siphon inlet manhole – the one where the SSO occurred. The final two photographs in the document depict the waste product accumulation just three days after the manhole was cleaned out, and it showed excessive accumulation of personal care products. WRBP staff members have been manually raking out debris from this manhole once a week since the SSO. WRBP staff members also inspected the upstream manhole where the interceptor

connects with the Belmont collection sewers and discovered that there was also waste product accumulation in that manhole. It was 90% blocked when the waste product accumulation was first discovered.

Sharon handed out brochures entitled *DES What's Flushable*, which can be distributed by member communities to help educate about what is / is not flushable. In CCTV footage taken last year, wipes from upstream traveled by the camera every second. Sharon handed out packets of the brochures. Extra packets are available. There are two versions of the brochure. The first includes a photograph of a condom in the pictures of non-flushables; the second, which is child-friendly, contains a photograph of a toy instead of a condom.

Sharon indicated that DEP and WRBP staff members are available to help with outreach to local elder care facilities, medical groups, schools, and other potential sources of the non-flushables. Ken Noyes (chief operator) provides tours of the WWTP for schools. During tours, he performs a flushables v. non-flushables demonstration for the kids by placing a “disposable” wipe in one glass of water and a piece of toilet paper in another. The toilet paper disintegrates within 2 minutes. The wipe does not disintegrate even if left in the glass for a day or more. There are YouTube videos of similar demonstrations.

Johanna relayed that Tilton recently had a problem with non-flushables at a convenience store. The convenience store replaced paper towels in its bathrooms with electric hand dryers after the discovery was made. Brian said that he would place the brochure in the outgoing Consumer Confidence reports which Franklin plans to release by July 1<sup>st</sup>.

Lastly, Sharon handed out a document entitled *NHDES WRBP Emergency Response Contact Guide*. It can be used by first responders and other officials in the member communities to prevent miscommunications in the event of a release or incident. It contains key contacts, along with their phone numbers.

**Commercial Discharge Permit Initiative:** Brian recalled that a commercial discharge permit workshop took place last month. Sharon explained that if wastewater is not strictly industrial or residential, then it is commercial. The goal of the permitting workshop was to engage the member communities and to help them better understand commercial permit-related issues. Planning issues that may arise in the future as the member communities change and grow were also discussed along with information regarding the various types of permits.

Sharon handed out two draft documents, entitled *WRBP Permitting Fact Sheet* and *What you need to know about WRBP sewer permitting*. The first was put together after the workshop to summarize what permittees in member communities may want to know about the permitting process. The second was put together to summarize what officials in the member communities may want to know about the permitting process. For instance, microbreweries are considered industrial because of the type of wastewater discharged and should be permitted accordingly.

**WRBP Rules Update:** Sharon handed out copies of a document entitled *Draft Table of Contents*, which contains some of the WRBP's proposed draft changes to the WRBP rules; with the changes in blue. Sharon explained that, under the NPDES permit renewal process, sewer ordinances must be updated to match new EPA requirements. The WRBP Env-1200 Rules are, in effect, the WRBP's sewer

ordinances. Some of the other proposed changes will help to update and clarify the Rules relating to the permitting process and acceptance of certain hauled wastewaters.

The WRBP is soliciting comments from its stakeholders regarding additional changes that could be made prior to submitting the proposed draft changes to the NH legislature for approval. She suggested the Advisory Board create a sub-committee or working group to review and discuss the proposed draft changes and make suggestions to improve the Rules. Noted is that the WRBP Rules form the basis for member communities' minimum requirements in their sewer use ordinances. DES and WRBP staff members were also available to visit member communities to discuss proposed Rules changes.

Brian asked what the WRBP's time frame was for completing the updates. Sharon explained that the rules expire in October 2018 but will continue in force as long as the rule making process is initiated. Brian asked Sharon if she would be available to walk everybody through all of the proposed draft changes at the sub-committee meetings. Sharon agreed to do so. Sanbornton, Meredith, Franklin, Laconia, and Gilford volunteered to sit on the sub-committee. Craig said that he planned to raise the question to Belmont after the meeting adjourned.

Wes asked when the proposed rule changes would be submitted to the NH legislature. Sharon suggested having everything ready by no later than August. She noting that the DES' legal group would need to review the proposed rule changes prior to submittal.

Katie asked if the WRBP would be willing to host a second commercial discharge permit workshop for those who missed last month's workshop. Craig also expressed an interest. Sharon agreed to coordinate a date with Sanbornton and Belmont; plus, whoever wanted to attend.

**Outreach and O&M Responsibility – MOUs and SUO:** Sharon announced that Alexis Rastorguyeff (NHDES' State-wide Industrial Pretreatment Coordinator) sent letters to the member communities requesting a list of their significant industrial users. This request goes hand-in-hand with the proposed rules update and permits changes since they form the basis for the sewer ordinances in the member communities. With the Rules being updated, this would be a good time for member communities to review and update their sewer ordinances. Each member community needs to know where their significant discharges are located. Alexis has been reaching out to the member communities to offer assistance with updating their sewer ordinances.

**Authority Update:** Wes announced that the sub-committee met with the top two legal candidates. One attorney (Dana Bisbee) was from Devine-Millimet. The other (Richard Head) is from Rath, Young and Pignatelli. The latter appeared to know more about the details that would become important while developing the road map. Rath, Young, & Pignatelli have been notified that it will be awarded the contract if agreement on a scope and budget are reached.

The road map is really a flow chart – not the research required to answer all the questions. Rather, it is the steps and questions that will help the member communities reach a decision in the end. Wes has been taking meeting minutes. Brian asked him to send out copies of them to Advisory Board members when they are available.

**Replacement Fund Draft Legislation Update:** Sharon handed out copies of the initial proposed changes for *Section 485-A:51*. She also handed out a spreadsheet entitled *WRBP – Replacement Fund Estimated Assessment Projections*. For those who were not present at last year’s meetings regarding the proposed changes, Sharon explained that they will clarify and define some of the ambiguity relating to the replacement fund language as was recommended by the AG’s office. The name of the replacement fund would also be changed to “reserve account” to better define that the fund would be able to prospectively collect funds for proposed major projects instead of just funding replacement of existing assets. “Capital reserve account” had been considered but was not ultimately selected since it could restrict funding to only projects considered capital in nature.

Brian asked what the time table was for doing changes. Sharon explained that legislatively, the bill has been tabled. The DES and WRBP will continue with the current billing practices. There were not currently any major projects envisioned that might warrant prospective assessments. If the draft bill is ready prior to the next NH legislative session, then it could be re-submitted for consideration. Wes asked if additional changes would have to be sent to the NH AG’s office for review. Sharon said that if they were substantive; then yes. The Advisory Board members present agreed to keep this agenda item on the agenda during the summer months.

**Other Business:** Gene announced that he would be leaving the state service on June 7<sup>th</sup> and that it has been a great pleasure working with everyone. The Advisory Board members thanked Gene for his service. The meeting was adjourned at 11:30 pm. The minutes were prepared by Pro-Temp Staffing. The next meeting will be held at the Corner Meeting House in Belmont on May 17, 2018 at 10:00 am.