

WINNIPESAUKEE RIVER BASIN PROGRAM

ADVISORY BOARD DISCUSSION NOTES

January 17, 2019 – Belmont Corner Meeting House

Members Present: There was no quorum so no official meeting was held. Informal updates were done between those present including: Wes Anderson (Laconia), assistant chair, Ron White (DAS), Sharon McMillin (DES), Rene Pelletier (DES), Katie Ambrose (Sanbornton), Johanna Ames (Tilton), Glen Brown (Northfield), Scott Dunn (Gilford).

Minutes: Sharon will amend the December 20, 2018 meeting draft minutes to fix a typo and redistribute for review at the February meeting.

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

- Flow Metering Services Study – There are no updates at this time.
- Asset Management/Collection System Evaluations Initiative – There are no updates at this time.
- WRBP Infrastructure Ownership – There are no updates at this time.
- Governance Work Plan – Advisory Board’s response to DES, dated December 20, 2018, is under review.
- Rate Assessment Formula – See the CIP Sub-Committee / Rate Assessment Workgroup Update section below for further details.
- Replacement Fund (Reserve Account) Legislation – Replacement fund legislation will not be pursued this session per the Advisory Board’s recommendation.
- Commercial Discharge Permit (CDP) – There are no updates at this time.
- WRBP Rules Update – Comments from OLS are under review.

CIP Sub-Committee / Rate Assessment Workgroup Update: Wes confirmed that Sharon and Ray Korber (Bay District) had been working with the consultant regarding the scope and schedule of the flow metering study for the four southern communities. The consultant agreed to have the final form prepared by today for the task order.

Task I (collection portion) will take 45 days to complete. The analysis and feasibility portion (Task II) will take 90 days to complete although it will include 30 days for the Advisory Board’s review and it may not take a full 30 days. Task 3 will not move forward without the Advisory Board’s authorization. This task will take approximately 75 days to complete. After this study, there will be enough information to complete the rate assessment formula.

Sharon noted that the first 45 days will focus on GIS data collection. There is a task order with W-P that to assist with GIS mapping of the state-owned infrastructure. The new task order involved mapping of the four communities so any available information will assist in completing this task. She will be asking the four communities to provide any of their system mapping or GIS data layers to help expedite Task I.

Other Business: Sharon asked that, if the communities are amenable, DES-Accounting would like to email out invoices to member communities instead of mailing them out. Everybody present expressed an interest in going paperless. Katie suggested for Accounting to add a line in emails attached to invoices

reminding everybody that they would be receiving the electric copy only. Wes suggested adding language to the subject line of the emails to the effect that “this is the invoice,” so that they are recognized immediately as containing invoices. Based on the positive responses, Sharon will send out an email after the meeting explaining how to go paperless and ask for the proper email addresses.

Sharon also informed the members that there was asbestos found in the WTTP’s roofing materials and that the contract for the roofing replacement will need to include an asbestos abatement. The main building’s roof was already replaced and the project included abatement. DES Air permitting will be required with this contract because of the abatement component. Johanna asked whether the cost for the contract would come out of O&M or the Replacement Fund. Sharon explained that it would depend on the timing and the cost. She will know more once a better estimate of project costs is developed.

The next meeting will be held at the Corner Meeting House in Belmont on Thursday February 21, 2019, at 10:00 am. These notes were prepared by Pro-Temp Staffing.