

# WINNIPESAUKEE RIVER BASIN PROGRAM

## ADVISORY BOARD MEETING MINUTES

**February 28, 2019 – Belmont Corner Meeting House**

**Members Present:** The meeting was called to order by Wes Anderson (Laconia), assistant chair, at 2:00 pm. Ron White (DAS), Sharon McMillin (DES), Randy Pelletier (DES), Johanna Ames (Tilton), Brian Berry (Franklin), Jeanne Beaudoin (Belmont), Steve Dolloff (Meredith), and Scott Dunn (Gilford), were present at that time. Katie Ambrose (Sanbornton) arrived momentarily.

**Minutes:** Jeanne moved, seconded by Steve, to approve the December 20, 2018 meeting minutes. The motion passed. Discussion notes for the January 17, 2019 meeting have been distributed by email; however, there was not a quorum at this meeting, and the discussion notes for this meeting were not official meeting minutes. Therefore, they did require approval.

**Monthly Summary Report:** Sharon provided the following updates. They were based on the *Monthly Summary Report* for January 2019.

- Flow Metering Services Study – There were no updates.
- Asset Management/Collection System Evaluations Initiative – There were no updates.
- WRBP Infrastructure Ownership – There were no updates.
- Governance Work Plan – See Authority Workgroup Update for discussion.
- Rate Assessment Formula – A flow metering rate allocation study task order was finalized on January 22, 2019 for the four southern member communities where current measured flow data was not accurate enough for billing. See Rate Assessment Workgroup Update for discussion.
- Replacement Fund (Reserve Account) Legislation – There were no updates.
- Commercial Discharge Permit (CDP) – There were no updates.
- WRBP Rules Update – Response to comments were submitted to the DES legal team, and draft Rules and permit forms have been modified accordingly. The DES Commissioner will approve them shortly and then the Rules will be scheduled with the JLCAR.

**Rate Assessment Workgroup Update:** Wes indicated that the Workgroup has scheduled weekly conference calls with Wright-Pierce (W-P). The Workgroup has also been working with advisory board members and, in some case their consultants, to gather data. The proposed March 7<sup>th</sup> workshop with the four member communities has been postponed in order to gather more data prior to that meeting.

Jeanne asked how the requested data (i.e. GIS mapping data) would help. Wes explained that W-P's first task was to decide whether it was even feasible to get accurate flow data from the four southern member communities. If the determination was made that it was not feasible to do so, then W-P would help generate alternatives for the member communities to consider.

Sharon concurred, noting that in the past, alternatives to directly measuring flows have also been referred to as "hybrid models". She explained that W-P was asking for water use, connection, and demographic data to determine where the sewer contributions were located; and, whether there was a reasonable way to do watershed mapping and perform flow measurement or validate estimates. This type of mapping and analysis is similar to that used to conduct the I/I study.

Jeanne noted that she had only 600 water connections which were also connected to the sewer; and 1,400 sewer users. Jeanne asked how this type of data would be useful. Sharon explained that it might allow W-P to justify additional flow metering in some locations; or, to justify the infeasibility of doing so. At this point, it was difficult to say since the data is being gathered and then must be evaluated with input from the member communities involved.

Jeanne expressed her concern with using this type of data because of the difficulty in determining if a connection was associated with a single residential unit; or, a multi-family unit. Sharon explained that W-P would probably talk with each of the member communities to answer questions about the data if it became necessary to do so. Jeanne expressed her further concern, noting that it might become work-intensive to go through connection data in that manner. Wes said that he was not expecting W-P to be interested in that level of detail; it was his understanding that W-P was more interested in a systems approach to understanding whether additional flow metering might work in additional locations.

**Authority Workgroup Update:** Wes asked if everybody had a copy of the draft Memorandum of Understanding (MOU) that he sent out by email. He explained that the MOU was an agreement with multiple agencies that would aid the member communities in reaching their next decision. He asked if there were any comments or questions. As there were none, Scott moved, seconded by Katie, to approve the MOU. The motion passed. Jeanne asked if each of the member communities would be signing the MOU; in her opinion, they should. Wes explained that he was waiting to hear back from the attorney with an answer to that question.

**Other Business:** Sharon indicated that, after the EPA completed its audit, the DES and the WRBP began working on a reporting form for sanitary sewer overflows (SSOs), to clarify who needed to do the report as well as when and how they need to be reported to the EPA, DES, etc.

She indicated that this issue had come up again this morning because of a sewer release that just occurred in Gilford from a private system. It was a small release; however, it discharged into wetlands and into Black Brook which discharged to the Lake. Since this was a SSO into the environment and waters of the US, it triggered release reporting requirements. The Town of Gilford reported the release immediately on the DES spill response line and monitored the private sewer system owner as they stopped the release and did the necessary clean-up. Sharon was made aware of the release by DES the next morning and forwarded the new reporting form to Deputy Chief Ober of Gilford (acting health officer) to forward to the private sewer owner for their completion and submission to DES and EPA.

She will forward a copy of the reporting form to each of the other member communities. While using this specific reporting form is not required in order to report a release, it can be an extremely helpful guidance document for identifying the reporting requirements.

Johanna asked what the member communities should do when private entities failed to follow through with their reporting requirements. Sharon suggested for the member communities to contact the EPA and the DES if this proved to be the case since the communities are responsible for enforcing their sewer use ordinances which should govern these private sewer owners. Sharon reminded members that the DES and the WRBP have offered to help communities update their SUOs to help cover such eventualities.

The meeting was adjourned at 2:30 pm. The next meeting will be held at the Corner Meeting House in Belmont on Thursday, March 21, 2019, at 10:00 am. The minutes were prepared by Pro-Temp Staffing.