

# WINNIPESAUKEE RIVER BASIN PROGRAM

## ADVISORY BOARD MEETING MINUTES

**April 18, 2019 – Belmont Corner Meeting House**

**Members Present:** The meeting was called to order by Wes Anderson (Laconia), assistant chair, at 10:05 am. Ron White (DAS), Sharon McMillin (DES), Katie Ambrose (Sanbornton), Johanna Ames (Tilton), Glen Brown (Northfield), Steve Dolloff (Meredith), and Scott Dunn (Gilford) were present at that time. Ray Korber (Bay District) arrived momentarily.

**Minutes:** Scott moved, seconded by Glen, to approve the March 21, 2019 meeting minutes. The motion passed.

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

- Flow Metering Services Study – There were no updates.
- Asset Management/Collection System Evaluations Initiative – Additional assets, conditions, tasks, and work orders are being input.
- WRBP Infrastructure Ownership – There were no updates.
- Governance Work Plan – There were no updates.
- Rate Assessment Formula – See Rate Assessment Workgroup Update section below.
- Replacement Fund (Reserve Account) Legislation – There were no updates.
- Commercial Discharge Permit (CDP) – There are no updates.
- WRBP Rules Update – The Rules were adopted on March 19<sup>th</sup> 2019.

Sharon reminded members that Alexis Rastorguyeff (DES) is available to help member communities update their sewer ordinances and any answer questions. Gilford recently had questions about private sewers operating in its jurisdiction, and Alexis would be a great resource in that regard. Alexis is working with WRBP staff members to draft a boilerplate co-permittee sewer ordinance because some of the terminology in the existing DES guidance document did not clearly differentiate responsibilities between the WRBP and municipalities.

Wes asked how the commercial discharge permit (CPD) process was going. Sharon indicated that priority businesses remain the focus across all communities, including dental offices, food service establishments, and facilities with regulated waste disposal. Breweries were also a concern since they are considered industries and require different permitting. Any input that the member communities provide regarding these priority businesses would be greatly appreciated since local governments often know about such new businesses first. Thirty-four CDPs have been issued in 2019 to date with 19 under review and 87 in progress.

Johanna wished to acknowledge Nick Fontaine (WRBP-IPP) for the help that he has been providing to Tilton with regard to CDPs. Sharon concurred; noting that she has heard similar positive sentiments from others. Nick has been using DES' waste management databases to help identify potential businesses that may require CDPs. His hard work has been a benefit to all members.

**Rate Assessment Workgroup Update:** Wes announced that he spoke with Lindsey of Wright-Pierce (W-P) regarding Task 1 of the Rate Study Task Order contract. Lindsey indicated that W-P had all the information needed from the four member communities covered by the current study. Wes asked if everybody has been forwarding information to Lindsey to ensure that there were not any communication disconnects. Johanna acknowledged that she had shared information with Lindsey electronically; although, Lindsey had not confirmed having received it. Johanna said if Lindsey required any further information from Tilton, to let her know. Wes explained that, with the information provided to W-P, they should be able to complete Task 1 investigation of the feasibility of additional flow metering being sufficient to develop a flow-based rate. Ray asked if W-P has revised its work schedule. Wes acknowledged that May 20<sup>th</sup> was the new deadline for the Task 1 draft report.

Sharon asked if the data gathering workshop had been cancelled since it was proposed as one means to answer any questions that W-P had about the data from each of the four member communities. Wes explained that it was his impression, for now, that W-P did not think the workshop was necessary.

**Authority Workgroup Update:** Ray announced that he was still working with Richard Head to facilitate meetings with multiple state agencies. He will keep the Advisory Board members informed of progress.

**Other Business:** Sharon announced that the Energy Efficiency Award Ceremony and luncheon will be held immediately after next month's meeting. WWTP staff would be honored to have the Advisory Board members as their guests. The new Water Division Director, Tom O'Donovan, plans on attending and Sharon looks forward to introducing him to the members. Directions will be distributed by email as GPS does not work well for this location. The meeting was adjourned at 10:25 am. The next meeting will be held at the Franklin WWTP Training Center on River Street on Thursday, May 16, 2019 at 10:00 am. The minutes were prepared by Pro-Temp Staffing.