

WINNIPESAUKEE RIVER BASIN PROGRAM

ADVISORY BOARD MEETING MINUTES

August 19, 2021

Members Present: The meeting was called to order by Wes Anderson (Laconia), chair, at 10:07 am. Sharon McMillin (DES), Rene Pelletier (DES), Johanna Ames (Tilton), Jeanne Beaudin (Belmont), Glen Brown (Northfield), Justin Hanscom (Franklin), Ray Korber (Bay District), Brian Sullivan (Franklin), Meghan Theriault (Gilford), and Phil Warren (Meredith) were present at that time either in person or via Zoom. A quorum was present.

Wes announced that it was Brian's last meeting due to his upcoming retirement. Brian has been on the Advisory Board for almost 20 years, and Wes and the other Advisory Board members thanked him for his many years of service and his contributions to the program. He will be greatly missed.

Minutes: Ray moved, seconded by Brian, to approve the July 15, 2021 meeting minutes, as written. A roll call vote was taken and the motion carried.

Citizens Comments for Agenda Items: Wes asked if there were any guests from the member communities, and if they had any questions, comments, or concerns regarding the agenda items. As there were no guests, he moved on to the next agenda item.

Monthly Summary Report: Sharon distributed the *Monthly Summary Report* for July 2021 by email prior to the meeting.

- Energy Efficiency Upgrades – No updates at this time.
- Solids Handling Process Upgrades – The kick-off meeting was held virtually on July 29th. Alternative analyses are underway for sludge thickening with site visits being scheduled with consultant, which will take place in September. The WRBP Capital Budget was approved as requested and is sufficient to fund Phase I followed by CWSRF reimbursements to the WRBP.
- WRBP Infrastructure O&M Responsibilities – No updates at this time. Discussions will continue with the five member communities that are still finalizing their MOAs.
- Replacement Fund – A review of the draft legislation received from the AG's office review will be discussed at today's meeting.
- Rate Assessment Formula – The basis of the new rate assessment formula with a 3-year phase in period was approved by the Advisory Board on July 15th and it will be discussed at today's meeting.
- WRBP CIP Update – The CIP Sub-Committee met on July 29th to discuss the draft version of the CIP update that was prepared by WRBP staff. Recommendations were made for some modification and will be incorporated in a revised draft. The next CIP Sub-Committee meeting will be held immediately following this Advisory Board meeting. Nine CWSRF pre-applications and SAG applications were submitted for WRBP equipment and infrastructure projects. These are included in the CIP. Priority projects will be selected to move forward based on CWSRF funding rankings, principal forgiveness percentage, potential, additional federal funding, and the ability to execute without any completion time restrictions. SAG funding for these new projects or previously submitted applications will require future legislative approval.

Governance Guidelines, MOA, and By-Laws Update: Wes announced that there were no updates. Bria recommended the WRBP MOA be updated to reflect that the Independent Authority is no longer being pursued. Wes agreed but recommended waiting until other on-going efforts such as the CIP and draft Replacement Fund legislation were completed.

Rate Assessment Formula Update: Wes distributed handouts prior to the meeting by email that were entitled *Rate Allocation Answer Tracking Sheet* and *Draft 1 Version – August 14, 2021* and announced that he just added Sanbornton to the tracking sheet as supporting the new, proposed model. There was a brief discussion regarding the Advisory Board’s review and decision on the implementation instructions for the new rate allocation model for O&M costs, including the schedule for future reviews and the timing of the reviews.

Sharon asked to clarify if the rate reset implementation plan would use the previous 3 or 5 calendar years of data like this first rate change versus a rolling average. There was concern expressed about the amount of work that each of the four southern member communities might have to expend especially if the reset was a period of time less than 5 years. Sharon suggested that it would not be a heavy lift every 5 years but that data could be submitted routinely each year. She also suggested that a 5 year reset might offer advantages for forecasting and budgeting purposes. There was discussion regarding using 3 years versus 5 years as the reset schedule with potential problems forecasting the calendar year budgets for some members.

Phil asked what type of data was being collected. Sharon explained that water data would be collected from the drinking water utilities, sewer flow data from installed meters, and water use and differences in the non-metered properties and collection system data would be collected from the four southernmost member communities. Jeanne suggested a “plug and play” type data collection form (spreadsheet) to simplify the process. Wes suggested that the escrow money could be used to have Underwood Engineering create a template. Ray suggested adding a deadline in the instructions indicating when the data would be due, because meeting that date was essential in order to meet the July 1, 2026 date which had been proposed as the first date for implementing any future changes. Wes will edit the draft and redistribute it based on member comments.

Review of the Escrow Account: Wes announced that there have been no changes.

Replacement Fund: Wes distributed a copy of the AG office’s review of the draft legislation and the AG office’s recommended changes. The target date is in September – due to the legislative calendar. Sharon asked if the member communities had acquired legislative sponsors yet. Jeanne noted that the legislative sponsors should be reps (not senators), and agreed to speak with hers. Sharon offered to send out clean and edited versions. Wes asked if anyone had any comments regarding the proposed language. Sharon noted that the AG’s letter recommended a letter from the Advisory Board stating the Advisory Board’s unanimous approval be provided when the legislation came up for action. Wes noted that the official vote on the draft would be at next month’s meeting.

Nomination of Officers: Wes announced that he had been nominated for chairperson; and Meghan, for vice chairperson. He asked if there were any other nominations. Glen nominated Ray Korber as another option for vice chairperson. The member communities currently seated on the CIP Sub-Committee were Laconia, Bay District, Meredith, and Franklin. The chair recommended nominating Laconia, Bay District,

Gilford, and Franklin to sit on the CIP Sub-Committee this year. There were no comments regarding the proposed change. Voting will be held at next month's meeting.

Other Business: The meeting adjourned at 11:20 am. The next meeting will be held on **Wednesday, September 15, 2021** at 10:00 am at Belmont Mill (4th floor) which is located at 14 Mill Street in Belmont. The minutes were prepared by Pro-Temp Staffing.