

WINNIPESAUKEE RIVER BASIN PROGRAM

ADVISORY BOARD MEETING MINUTES

April 20, 2023

Members Present: The Advisory Board meeting was called to order by Wes Anderson (Laconia), chair, at 10:03 am. Donald Perrin (DAS), Sharon McMillin (NHDES), Rene Pelletier (NHDES), Jason Bordeau (Meredith), Glen Brown (Northfield), Justin Hanscom (Franklin), Alicia Jipson (Belmont), and Trish Stafford (Sanbornton) were present at that time, either in person or via Zoom. An in-person quorum was present. As a reminder, the meetings are recorded for meeting minute-taking purposes.

Minutes: Alicia moved, seconded by Glen, to approve the March 16, 2023, Advisory Board meeting minutes. A vote was taken to accept the minutes as written and the motion carried.

Citizens Comments for Agenda Items: As there were no members of the public present, Wes moved to the next agenda item.

Monthly Summary Report: Sharon discussed the *Monthly Summary Report* for March 2023, which was distributed in the meeting packet ahead of the Advisory Board meeting:

- Solids Handling Process Upgrades – Brown & Caldwell’s (BC) revised draft task order for the 60% percent design through bidding is under review by the WRBP staff. The 60% design will commence after task order execution.
- Belmont Force Main Alternatives Analysis: The Wright-Pierce draft alternatives analysis memo is under review by the WRBP staff and additional info gathering is underway to finalize the memo. The budget will be dependent upon the options selected. There is not a CWSRF loan or any other independent funding in place. A CWSRF pre-application will be submitted to meet the June 30th deadline.
- Energy Efficiency Phase 2 Aeration Upgrades: Pre-approvals for equipment procurement are under review by the NHDES WWEB staff. The budget estimate is \$250K for the upgrades, which may potentially be fully forgiven through a utility incentive and ARPA grant funding. Both utility incentive and ARPA grant funding are in place.
- Emergency Generator and/or ATS Replacements at 10 Pump Stations: The Wright-Pierce draft alternatives analysis memo is under review by WRBP staff. The CWSRF loan estimate is \$1.53M for the upgrades, up to \$495K ARPA grant funding and 10% CWSRF principal forgiveness on the balance. CWSRF and ARPA funding are in place.
- WRBP and member collection system responsibility MOAs: There are no updates.
- Rate Assessment Formula – Underwood Engineers’ SOP work is pending. This item is further discussed below.

Wes asked what the anticipated target date was for the 60% design. Sharon anticipated a fall target date. The 30% design took longer than anticipated and is key to the success of the 60% design.

Biennial Budget Status Discussion: Sharon and Renee announced the NH Senate budget meeting for HB1 took place, and that the WRBP’s prioritized needs have been included. Feedback has been positive. HB1 will most likely arrive on the Governor’s desk in late June. Wes asked whether the state budget included the proposed state employee pay raises. Renee affirmed that it did.

Replacement Fund Update: There were no updates.

Governance Guidelines, MOA, and By-Laws: There are no updates.

Rate Assessment Formula Update: Wes distributed a Technical Memorandum prepared for the Advisory Board by Underwood Engineers on March 15, 2023, along with Underwood Engineers' Hybrid Flow Allocation Model, also dated March 15, 2023.

Wes asked if Sharon has reviewed it. Sharon received the new version yesterday and had not had a chance to ensure that the WRBP's comments and corrections were incorporated into the new version. She plans to review the new version over the next week or so. Wes encouraged everybody to review the new version, especially those from the four member communities where flow monitoring was difficult to meter. He encouraged Advisory Board members to provide feedback on the new version at their earliest convenience.

Sharon asked whether data collection by the member communities would be annual. Wes affirmed that was the goal as it will be easier to collect data annually than collecting three years data shortly before the deadline. Sharon asked that Underwood provide editable versions of their documentation (i.e., Excel worksheets) as part of their deliverables so making changes and modifications would be facilitated in the future.

Review of the Escrow Account: There are no updates.

Other Business: Sharon updated members on the prospective ownership change and development of the Lakes Region facility in Laconia. Discussions with the potential developer for the DAS property the WRBP and the City of Laconia are ongoing. The outcome is unknown at this point. Certain outcomes may require changes and/or modifications to the WRBP allocation model.

There is a member workshop for the proposed budget forecasting letter to DES immediately after today's Advisory Board meeting. The letter will request additional forecasting for both calendar year and fiscal year budget projections for member communities.

The next Advisory Board meeting will be held on May 18, 2023, at 10:00 am in Belmont Mill (4th floor), which is located at 14 Mill Street in Belmont. Zoom access will also be provided but an in-person quorum is required.

This meeting adjourned at 10:25 am. The minutes were prepared by Pro-Temp Staffing.