

WINNIPESAUKEE RIVER BASIN PROGRAM

ADVISORY BOARD MEETING MINUTES

May 18, 2023

Members Present: The Advisory Board meeting was called to order by Wes Anderson (Laconia), chair, at 10:02am. Sharon McMillin (NHDES), Rene Pelletier (NHDES), Donald Perrin (DAS), Jason Bordeau (Meredith), Scott Dunn (Gilford), Justin Hanscom (Franklin), Alicia Jipson (Belmont), Ray Korber (Bay District), and Trish Stafford (Sanbornton), Johanna Ames (Tilton) were present at that time, either in person or via Zoom. An on-site quorum was present. Glen Brown (Northfield) arrived at 10:15 am. As a reminder, the meetings are recorded for meeting minute-taking purposes.

Minutes: Trish moved, seconded by Justin, to approve the April 20th Advisory Board meeting minutes. The motion carried with Bay District, Tilton, and Gilford abstaining.

Citizens Comments for Agenda Items: As there were no guests from the public, Wes moved on to the next agenda item.

Monthly Summary Report: Sharon discussed the Monthly Summary Report for April 2023. Highlights are as follows:

- Solids Handling Process Upgrades (Phase 1): BC's revised draft task order for the 60-100% design has been executed. The 60 % design should be available for review this coming fall.
- Belmont Force Main Alternatives Analysis: There are no updates.
- Energy Efficiency Phase 2 Aeration Upgrades: Pre-approvals for equipment procurement have been received from the DES-WWEB. WRBP staff will be performing most of the work and an RFP has been prepared for procuring the actuators, which was also approved by the DES-WWEB. The RFP should be posted for procurement in the next week or so. The installation will take place over a phased-in period with work on the first phase this summer.
- Emergency Generator and/or ATS Replacements at 10 Pump Stations: There are no updates.
- WRBP O&M MOA: There are no updates.
- Rate Assessment Formula – Underwood Engineers' SOP work is pending. Flow metering will continue under contract with temporary metering locations updated about every 3 years. This item is discussed below.

As a reminder, Sharon and Wes announced that state aid grant and CWSRF pre-applications have a June 1st deadline.

Biennial Budget Status Discussion: Sharon announced that the budget bills are in the NH Senate. She has not heard of any negative feedback and anticipates that the legislative will send them to the Governor to sign. Wes has prepared a draft letter to the DES regarding member community budget planning needs. It was distributed in the meeting packet ahead of the Advisory Board meeting. Scott moved, seconded by Johanna, to accept the letter, and for Wes to send it to DES. A vote was taken, and the motion carried.

Replacement Fund Update: There were no updates.

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

Rate Assessment Formula Update: Wes distributed documentation relating to the proposed process to update the rate assessment formula model in the meeting packet ahead of the Advisory Board meeting. Sharon has responded to all of Underwood's requests, and recently forwarded some flow data through calendar year 2022 to Underwood. She also recommended some editing changes using redline, strikeout and comment bubbles. Johanna asked for clarification as to the 2 businesses in the Tilton-Northfield Aqueduct flow information that had to be adjusted between Tilton and Northfield assessments. She and Sharon agreed to discuss later.

Review of the Escrow Account: There are no updates.

Other Business: The next Advisory Board meeting will be held on **Tuesday, June 20th at 10:00am** in Belmont Mill (4th floor), which is located at 14 Mill Street in Belmont.

The meeting adjourned at 10:18am. The minutes were prepared by Pro-Temp Staffing.