

WINNIPESAUKEE RIVER BASIN PROGRAM

ADVISORY BOARD MEETING AGENDA

March 17, 2022

10:00 am

Belmont Mill 4th Floor -14 Mill Street

Due to the expiration of the Governor's Emergency Order, the WRBP Advisory Board must have a physical quorum at a meeting site that is open to the public.

The public has access to listen to and participate in this meeting by using the following link:

<https://us02web.zoom.us/j/89479857542?pwd=ZHg3Y3JCTDJ1bHdSdUM2TVM3dnRJQT09>

Meeting ID: 894 7985 7542

Passcode: 916394

1. February 17, 2022 Meeting Minutes for review and approval
2. WRBP Monthly Summary Report – February 2022 (To be published)
3. Citizen Comments for items on the agenda
4. Responsible party(ies) for maintaining River Road, the road to the wastewater treatment plant
5. Revolving Loan for the Solids Handling Upgrades: Phase 1
Basis of Design Report will be ready for review in April
6. Governance Guidelines, MOA and possible By-Laws
7. Rate Assessment Update:
Update on the implementation of the approved rate allocation model
8. Review of the escrow account, No change from last month
9. Replacement Fund
 - HB 1339 - House Ways and Means Committee recommended ought to pass on March 3, 2022
 - House consent agenda then Senate for consideration
10. Other Business:

a. Next Advisory Board Meeting Thursday, March 21, 2022

11. Adjournment

Note: A CIP Subcommittee meeting will be held immediately after the Board meeting

I tem #1

WINNIPESAUKEE RIVER BASIN PROGRAM

ADVISORY BOARD MEETING MINUTES

February 17, 2022

Members Present: The meeting was called to order by Wes Anderson (Laconia), chair, at 10:05 am. Sharon McMillin (DES), Rene Pelletier (DES), Ron White (DAS), Johanna Ames (Tilton), Jeanne Beaudin (Belmont), Ray Korber (Bay District), Trish Stafford (Sanbornton), and Meghan Theriault (Gilford) were present at that time either in person or via Zoom. Wes announced that a quorum was present in person.

Minutes: Jeanne moved, seconded by Ray, to approve the December 1, 2021 meeting minutes. 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 none, he moved on to the next agenda item.

Monthly Summary Report: Sharon distributed the *Monthly Summary Report* for January 2022, which was distributed by email prior to the meeting.

- Energy Efficiency Upgrades – There are no updates.
- Solids Handling Process Upgrades – Phase I Project budget estimates in the draft *Basis of Design Report* is currently estimated at \$7.95M, and a CWSRF loan is pending with 10% principal forgiveness. The approved WRBP Capital Budget for FY22/23 is sufficient to fund Phase I.
- WRBP Infrastructure O&M Responsibilities – There are no updates.
- Rate Assessment Formula – See the discussion below.
- WRBP CIP Update – There were no meetings in December or January.

Revolving Loan for the Solids Handling Upgrades – Phase 1: Wes announced that last month he signed a letter of intent for the loan in the amount of \$7,950.00 and, last week, the loan agreement itself. Phase 1 is described in the draft *Basis of Design Report*. Sharon announced that Brown & Caldwell plans to provide the report prior to the next meeting and that more precise scope and budget will be developed design work proceeds. This project is on the WRBP CIP.

Wes asked if the updated estimate could be provided at 30 percent of the design. Sharon indicated that information with the 60 percent design would be more accurate. However, she will provide both at the Advisory Board's request. Forecasting cannot guarantee what the construction market will look like. This project currently involves procuring equipment, maintaining code compliance and safety, and not significant new construction.

Wes asked if the Advisory Board members were comfortable with him signing documents, as he has been doing due to the quick turn-around time required for the signature on some of the documents. Trish suggested seeking consensus by email if the need arises then ratified at a subsequent meeting. None of the other Advisory Board members objected to the suggestion so Wes indicated this process should be added to the Governance Guidelines.

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

Rate Assessment Formula Update: Wes announced that he received Underwood's proposal for developing operating procedures for future updates of the hybrid model. Ray asked the cause of the extended schedule for completing the work. Wes indicated that it was due to lack of Underwood's staff availability. Wes asked for the AB's permission to sign. Ray moved, seconded by Jeanne, for Wes to sign. A roll call vote was taken and the motion carried.

Review of the Escrow Account: There are no changes from last month.

Replacement Fund: Wes announced that HB 1339, co-sponsored by Jeb Bradley and Norman Silber, was recommended for approval (as Ought to Pass) by the NH House. He requested emails of support for the bill from members.

Other Business: Jeanne announced she will be retiring in May so wanted to authorize Alecia as the Belmont Advisory Board representative. Sharon agreed to send her the form used for such designation.

Wes reminded members of the need for an in-person quorum at the next meeting for voting purposes. The next meeting will be held on Thursday, March 17th at 10:00 am in Belmont Mill (4th floor) which is located at 14 Mill Street in Belmont. A CIP Subcommittee meeting will be held immediately following the Advisory Board meeting. Sharon will provide a draft update of the CIP the week of March 7th. Both meetings will also be available via Zoom.

The meeting adjourned at 10:40 am.

The minutes were prepared by Pro-Temp Staffing.

Item # 2

**Summary Report to the WRBP Advisory Board
February 2022**

| Projects | Status & Schedule | Budget | Other info |
|---|--|---|---|
| Energy Efficiency Upgrades at WRBP Facilities | In order to qualify for a CWSRF loan and Eversource incentive requirements, the project is proposed to be substantially complete on or about Dec 31, 2020. A task order for engineering support was executed. The aeration blower and 2 RAS pumps were purchased and plans and specifications for WRBP installation have been approved. Blower delivered late December; custom pumps delivery delayed until June. The blower was successfully started the first week in March 2022. The RAS pumps are schedule for start-up in early April so the projected date of substantial completion for all equipment is May 2022. | The estimated project budget is \$400K with 50% principal forgiveness from the CWSRF and a \$100K Eversource incentive making the overall budget \$100K and a <1-year simple payback based on estimated electricity savings. | This equipment upgrade was recommended by the energy audit of all WRBP facilities completed in early 2020. Project includes a smaller aeration blower, 2 RAS pumps and staff-installed facility lighting. The AB expressed support of the project at their August and Sept. 2020 meetings. Programming assistance from W-P through a task order for the new SCADA screens and RAS pumps' flow pacing control is being negotiated. The utility incentive for this project is still available through 2022. |
| Solids Handling Process Upgrades | Phased projects included in the Solids Handling Master Plan developed for the Franklin WWTP are being identified for completion of the alternative analyses (10% design) to move forward to a 30% design. Kick-off meeting held virtually on 7/29/21. A 3D survey of WWTF solids area performed in September 2021. Alternative analyses are underway for sludge mixing and thickening with another site visit planned for December. | Phase I Project budget estimate in the draft Basis of Design Report is currently estimated at \$7.95M and a CWSRF loan is pending; with 10% principal forgiveness. The WRBP Capital Budget was approved and is sufficient to fund Phase I followed by CWSRF reimbursement to the WRBP. Phase 2: Inspection and on-site repairs to one dewatering centrifuge indicated that it may have a remaining useful life of 15-20 years given proper O&M. The second centrifuge will be inspected next FY. If it has a similar inspection result, the Phase 2 project may be deferred. | The Solids Handling Process Upgrade Project has been forecast in the WRBP CIP since FY18. Phase I includes new primary digester mixers, gas management and heating systems, and an activated sludge thickening system. The Basis of Design Report is expected to be finalized and available for Advisory Board review in mid-March 2022. |

| Program Initiatives | Status & Schedule | Budget | Other info |
|---|--|---|--|
| WRBP Infrastructure O&M Responsibilities - Memoranda of Agreement | Belmont, Northfield, DAS, Gilford Tilton, and Franklin Executed MOAs with DES. MOAs for Bay District, Sanbornton, Meredith and Laconia were re-sent in February 2020 and are under review by members. | The AG's office developed language for MOAs to clarify the O&M responsibilities of properties, facilities or components that are indeterminate. | Discussion continues with the remaining 4 members. <i>Delineating the responsibilities for the maintenance, repair and abutting property relationships/obligations for River Street are being discussed with the City of Franklin.</i> |
| Replacement Fund | Replacement fund valuation reset to include pipelines in FY20. The pipeline lining repair and plant water repair funded from the replacement fund were completed. Legislation is required to change the current Replacement Fund reimbursement methodology. DES forwarded the AG's opinion on these proposed statutory changes to the Advisory Board chairman on 1/4/2021. Draft legislation reviewed by the AG's office to be discussed at the August 2021 meeting. LSR #2557 was submitted to the legislature sponsored by D. Johnson (Laconia). HB1339 is now available for review on the legislative website and is sponsored by D Johnson, J. Bradley, and N Silber. <i>HB1339 was forwarded on 2/8/22 from the RR&D committee as OTP. The bill was heard and passed by the Ways and Means Committee on 3/3/22. The NH Senate must also approve this bill before it becomes effective.</i> | Legislation to modify the Replacement Fund statute was proposed by Gilford at the meeting in July 2020. Discussions continued regarding the current assessment methodology and proposed revisions. The WRBP will prepare a quarterly update of Replacement Fund expenditures or planned expenditures for the Advisory Board. Northfield and Belmont chose to pre-pay their respective expenditures associated with the two recent forcemain breaks in 2021. Members will explore pre-paying reimbursable expenses instead of repaying them over the typical 10-year repayment period and determine the threshold they wish to maintain in their respective replacement fund account balances. | Laconia and Gilford are reimbursing the Replacement Fund for the Pendleton Forcemain repairs. The changes to the replacement fund reimbursement methodology vote that failed on 5/21/2020 was revisited on July 16 to reflect a preference for 50% reimbursement by all members based on the current percent allocation and 50% collected from only those members using the fund for the expenses. Legislation to propose this change in the reimbursement formula is expected in the next session in late 2021. At the October 2021 meeting, the Advisory Board did not support adding additional language in the proposed legislation to create a Capital Reserve Account. |

| Program Initiatives | Status & Schedule | Budget | Other info |
|-------------------------------|--|--|--|
| Rate Assessment Formula – O&M | <p>DES' preliminary analysis of the relative contribution of flow, strength and capacity (shared) costs on 5/5/2016. The Advisory Board resolved to have a draft formula by 1/1/2019; workgroup met on 7/25/18 and 8/16/18. Draft Phase I reports were provided to the workgroup and W-P revised the report based on comments. W-P presented Phase I information at the December 2019 meeting. The 4 southern member communities provided the requested information for the proposed hybrid rate assessment model. On 10/27/2019, Franklin's consultant reviewed their draft efforts with WRBP and Franklin staff. Belmont's I/I report under review and Franklin's pending; with discussion at the March, April and the May 2021 meeting that was postponed until June 2nd. The basis of the new rate assessment formula with a 3-year phase in period was approved by the Advisory Board on 7/15/21. The recommended implementation plan was approved at the September 2021 Advisory Board meeting.</p> | <p>The full Advisory Board has expressed interest in participating in this discussion with DES regarding a draft rate formula. Updated flow and capacity information prepared by DES was presented to the rate assessment workgroup on 8/16/18. A Flow Metering Rate Allocation study task order was finalized on 1/22/19 for the four southern members where current measured flow data is not accurate enough for billing. DES provided a draft hybrid model in March 2020; that was discussed at the April 2020 meeting. Franklin and Northfield agreed with the model; Tilton was absent and Belmont is reviewing. At the June 2020 meeting, Laconia presented an alternate model for assessing unmetered flows and allocating I/I to all members equally. A draft scope of work for Underwood Engineering (UE) to assist with development of SOPs and tools to be able to consistently update the O&M rate formula in the future was discussed at the October and Dec 2021 and January and February 2022 meetings with a final scope and schedule under negotiations with the Advisory Board. Costs for this work will be paid from the existing municipal escrow account.</p> | <p>DES presented preliminary flow and capacity findings from the 3rd party flow metering evaluations in March 2017 and WRBP Franklin WWTP Capacity Status in July 2017. W-P gathered GIS and connection data from the southern 4 communities as part of the study. Members chose not to engage W-P in data collection for the hybrid analyses, but to use WRBP and member resources. At the May 2020 meeting, Belmont did not agree with the data or method used for their assessment or I/I contributions from the 4 southern communities. Additional information from the 4 southern members is being evaluated by the WRBP and DES with the assistance of Franklin's and Belmont's consultant. A draft memo documenting the considerations used to develop the modified, hybrid O&M rate assessment was prepared by UE and will be reviewed by members and the WRBP. The CIP subcommittee and the WRBP will work with UE to develop the tools and information requirements to allow the WRBP to complete future rate assessment re-sets.</p> |

| Program Initiatives | Status & Schedule | Budget | Other info |
|---|---|---|--|
| WRBP Capital Improvements Plan (CIP) Update | The CIP Subcommittee met on 7/29/21 to discuss the update of the WRBP CIP. A draft version prepared by WRBP staff was discussed; with recommended changes to be incorporated for the next CIP subcommittee meeting scheduled for 8/19/21. An updated CIP was sent to the CIP subcommittee on 10/21/2021 with review and approval dates TBD. | Nine (9) CWSRF pre-applications and SAG applications were submitted for WRBP equipment and infrastructure projects. Priority projects will be selected to move forward based on CWSRF funding rankings, principal forgiveness percentage, potential, additional federal funding, and ability to execute within any completion time restrictions. Three CIP projects are eligible for ARPA funding or CWSRF loans. Energy Efficiency Upgrades Phase 2 will receive 100% ARPA funding up to \$250K and the emergency generator replacements at pump stations is eligible for 10% loan forgiveness and a 30% ARPA grant. <i>Solids Handling Upgrades Phase 1 is eligible for a CWSRF loan with 10% principal forgiveness.</i> | SAG applications were submitted for new projects but availability of this funding for either these new projects or previously submitted applications will require future legislative approval. Recent information regarding ARPA grant funding, potential loss of future utility incentives for energy efficiency projects due to the PUC's ruling on NHSaves, and suggested revisions by the CIP subcommittee will inform the next CIP update. No CIP meetings in December 2021, January, <i>or February 2022.</i> |

Changes from previous report are shown in bold italics.

Dates to Remember:

1. **The next Advisory Board meeting will be held on March 17, 2022 at 10am at the Belmont Mill, 14 Mill St., 4th floor, Tioga meeting room with accommodation for virtual attendance once an in-person quorum is met. A CIP subcommittee meeting will be held immediately after the Advisory Board meeting.**

Prepared by: Sharon McMillin
Sharon McMillin - DES, WRBP Administrator

Reviewed and in concurrence: Rene Pelletier
Rene Pelletier - DES, Assistant Director, Water Division

Respectfully submitted on: 3/8/2022

Item #4

WRBP Advisory Board Agenda Item
March 17, 2022

Topic: Status of River Road and the Impact on the WRBP's budget

Discussion:

River Road is the only access to the WRBP's wastewater treatment plant in Franklin.

A portion of River Road is a Class VI road. The remainder of the road has not been accepted by the City of Franklin and thus is a private road.

A municipality has authority over a Class VI road. It does not maintain it.

The property owners along the road have not formed an association to maintain the road.

The Three Rivers Wreath and Plant Company is also on the road and does not contribute to the upkeep of the road.

A property owner has proposed to subdivide a lot into two lots thus allowing for further development along the road.

State law requires a municipality's governing body approve all building permits on private roads. State law also requires property owners sign a waiver that is filed with their deed that they understand they will not receive municipal services before they are issued a permit.

WRBP is asking for guidance from the member communities on pursuing an effort to either petition Franklin to accept the road, create a road association to maintain the road or change the status quo.

Fiscal Impact: Maintenance costs are presently funded by the ARBP membership.

This report submitted by: WRBP.

Proposed motions:

Board's proposed motions:

Item # 7

ENGINEERING SERVICES REQUEST
AUTHORIZATION TO PROCEED

To: Underwood Engineers
25 Vaughan Mall
Portsmouth, New Hampshire 03801

Date: **January 21, 2022**
File No.: TBD
ESR No.: **Eight (8)**
Description: **WRBP Rate Model Assistance**

From: City of Laconia
45 Beacon Street East
Laconia, NH 03246

City of Laconia Contact(s): Wes Anderson, DPW Director/WRBP Chair
Underwood Engineers Contact(s) (this project): Cole Melendy, P.E., Project Manager

Under agreement for Professional Services as Consulting Engineer for the City of Laconia, NH, you are authorized to proceed with the following work:

Background & Purpose:

The Winnepesaukee River Basin Program (WRBP) Advisory Board has requested that Underwood Engineers, Inc. (UE) provide report phase engineering services to assist the WRBP Advisory Board efforts to refine O&M cost allocations between member communities. This work will build on the spreadsheet model UE previously helped develop during our work with the City of Franklin and the Town of Belmont (Hybrid Flow Model, letter pending). The purpose of this scope of work is to refine the model to create a more 'user friendly' tool for the WRBP and WRBP advisory board and to codify the O&M cost allocation methodology and process for annual updates to the model's database. The City of Laconia is a WRBP Advisory Board member (and Chair) and has agreed to serve as the contracting agent between the WRBP Advisory Board and UE. However, UE understands that all WRBP communities have contributed to an escrow account that will be drawn on for UE efforts for this work.

SCOPE OF WORK

The following services will be provided:

Task 1 –Technical Assistance Allowance

UE will provide technical assistance to update the O&M Cost Allocation Flow Model spreadsheet. Technical assistance will be provided at the direction of the City and WRBP Advisory Board and is expected to include the following tasks:

- Kickoff meeting with WRBP members and 1 worksession.
- One (1) site visit (or online) to each of the City of Franklin, Town of Belmont, Town of Northfield, and Town of Tilton to review existing data sources and discuss possible changes to simplify data collection in the future.
- Providing suggestions and tools to the member communities to reduce the level of effort for future data collection.
- Providing suggested WRBP assessment formula modifications.

- Providing suggested improvements to the spreadsheet format used to implement the WRBP O&M Cost Allocation Flow Model. Improvements are expected to focus on reducing the level of effort for future data input while maintaining the level of data accuracy and integrity.
- Providing a summary memo with updated spreadsheet

Task 2 – WRBP Flow Model Update

UE will provide technical assistance to WRBP/NHDES, Belmont, Franklin, Tilton, and Northfield to populate the model with current data (June 30, 2022) provided by the WRBP and WRBP member communities.

Information to be provided by the City/WRBP:

- Sewer flow meter data.
- Water use records for accounts where sewer flows will be estimated from water use (Franklin, Northfield, Tilton, and Belmont).
- Property records/sewer billing accounts for areas where sewer flows will be estimated from property records (Tilton and Belmont).
- Confirmation of wastewater collection system length and diameter data for Franklin, Northfield, Tilton, Belmont, and the WRBP.

Summary of Deliverables:

- Final and executable Excel WRBP O&M Cost Allocation Flow Model (PDF copy and Excel copy)
- Letter report and/or technical memorandum detailing the cost allocation methodology and process for annual updates including but not limited to data collection requirements, suggested responsibilities 'flow chart' for providing data and compiling model updates, and define schedule milestones for information/updates.

Items Not Included:

- Wastewater collection system metering, evaluations or designs
- Sewer mapping, survey, GPS, or GIS
- User rate study or cost of service evaluation
- Public presentations
- Any services not expressly included in the scope of work

Budget Cost:

Budget estimates for the tasks outlined in the scope of work are:

| | |
|---|-----------------|
| Task 1 – Technical Assistance Allowance | \$ 15,000 |
| <u>Task 2 – Annual WRBP Flow Model Update</u> | <u>\$ 5,500</u> |
| Total | \$ 20,500 |

Fees for engineering services will be on an hourly basis for the personnel involved. Such hourly fees will be based on the Engineer's technical payroll plus an allowance to cover overhead and profit. Fees also include reimbursement for transportation expenses (per mile), out-of-pocket travel expenses (tolls), prints, telephone calls and miscellaneous materials that may be required to complete the work.

Suggested budgets, as used herein, are best estimates by Underwood Engineers. The budgets are based on available information and prior to a detailed research on the Project. Budgets are not intended to be fixed prices but are reasonable estimates of average costs to complete projects of similar size. Budget will not be exceeded without written authorization.


Schedule:

The proposed schedule for this work is as follows:

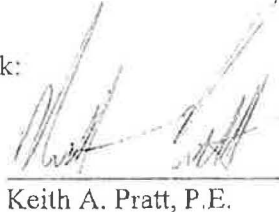
- Contract Authorization February 2022
- Kickoff meetings and site visits for data collection July/August 2022
- Draft Model/report to City/WRBP October 2022

Approval:

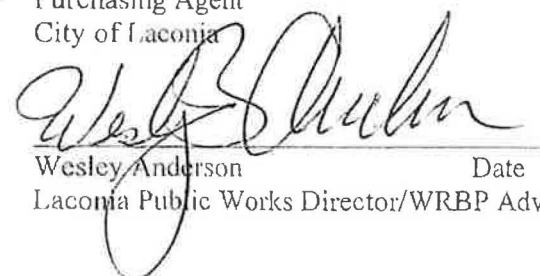
Approval and authorization to proceed with the work:


Jonathan Gardner
Purchasing Agent
City of Laconia

2/22/22
Date


Keith A. Pratt, P.E.
President
Underwood Engineers, Inc.

1/24/22
Date


Wesley Anderson

2/17/2022
Date

Laconia Public Works Director/WRBP Advisory Board Chairman (Contracting Agent)

Other WRBP Member Signatures (Approved as to form):

Approved by the Vote of the WRBP
Advisory Board on February 17, 2022

Item # 8

As of Feb 2022

Rath, Young & Pignatelli Road Map Study

Budget Tracking sheets

Funds Available \$ 51,900.00

| Invoice # | Date of Invoice | | Invoice Amount | Funds remaining |
|---------------------------------------|-----------------|-------|----------------|-----------------|
| Road Map Development | | | | |
| Invoice # 1 | 5/22/2018 | | \$ 2,858.00 | \$ 49,042.00 |
| Invoice # 2 | 6/20/2018 | | \$ 6,890.18 | \$ 42,151.82 |
| Invoice #3 | 6/30//2018 | | \$ 6,958.00 | \$ 35,193.82 |
| Invoice #4 | 8/20/2018 | | \$ 2,656.00 | \$ 32,537.82 |
| Road Map Phase 1 | | | | |
| <i>Carry Over from Previous Phase</i> | | | | \$ 32,537.82 |
| <i>Escrow for this phase</i> | | | | \$ 65,000.00 |
| <i>Total Available</i> | | | | \$ 97,537.82 |
| Invoice #1-1 | 20-Sep-18 | 79111 | \$ 800.00 | \$ 96,737.82 |
| Invoice# 1-2 | 18-Oct-18 | 79407 | \$ 896.00 | \$ 95,841.82 |
| Invoice #1-3 | 15-Feb-19 | 80548 | \$ 924.00 | \$ 94,917.82 |
| Invoice #1-4 | 15-Mar-19 | 80800 | \$ 759.00 | \$ 94,158.82 |
| Invoice #1-5 | 6/10/2019 | 81583 | \$ 396.00 | \$ 93,762.82 |
| Invoice #1-6 | 7/18/2019 | 82002 | \$ 330.00 | \$ 93,432.82 |
| Invoice #1-7 | 8/15/2019 | 82241 | \$ 66.00 | \$ 93,366.82 |
| Invoice #1-8 | 9/17/2019 | 82524 | \$ 1,584.00 | \$ 91,782.82 |
| Invoice 1-9 | 10/28/2019 | 82912 | \$ 396.00 | \$ 91,386.82 |

| Invoice # | Date of Invoice | | Invoice Amount | Funds remaining |
|------------------|------------------------|-------|-----------------------|------------------------|
| Invoice 1-10 | 5/11/2020 | 84667 | \$ 1,224.00 | \$ 90,162.82 |
| | | | | |
| Invoice 1-11 | 6/19/2020 | 85172 | \$ 782.00 | \$ 89,380.82 |
| | | | | |
| Invoice 1-12 | 9/23/2020 | 85982 | \$ 2,550.00 | \$ 86,830.82 |
| | | | | |
| Invoice 1-13 | 10/23/2020 | 86266 | \$ 1,394.00 | \$ 85,436.82 |
| | | | | |
| Invoice 1-14 | 11/13/2020 | 86449 | \$ 525.00 | \$ 84,911.82 |
| | | | | |
| Invoice 1-15 | 12/15/2020 | 86722 | \$ 1,480.00 | \$ 83,431.82 |
| | | | | |