

WATER SYSTEM COMMITTEE
MINUTES OF September 2, 2008

Town Hall Annex
5 Highland Street
Main Conference Room

Meeting Opened: 5:08 p.m.

Members Present: John Edgar, Carol Granfield, Bob Hill, Jonathan James, Miller Lovett (Selectmen Representative), Chuck Lowth, David Thorpe

Members Absent: Keith Forrester, Richard Roman

Approval of Minutes: The approval of the July 22, August 5 and August 19 meeting minutes were unanimously approved as presented.

Update on Action items from Recommendation Letter of July 22, 2008:

Funds Requested: Carol reported that the Board of Selectmen approved the following expenditures at the August 25 Selectmen meeting:

- Plant Evaluation/Testing by Dave Langsfeld of Operation Services, with a cost of \$6,000 that will be conducted on September 10, 11 and 12
- Meter Replacement Program – will issue an RFP for installation (estimated \$18,000 and purchase of 190 meters (\$53,000)
- Leak Detection Program – will issue an RFP for this, estimated cost is \$3,000

Carol indicated that the Board of Selectmen authorized the expenditure of up to \$80,000 for these items to be paid first from operating costs and then from the Water Expendable Trust Fund that currently has a balance of \$128,730. Other items such as the SCADA system were discussed with the Board noting they were not ready to proceed yet, but would involve substantial costs.

SCADA System Visits: Bob reported that visits have taken place to North Conway as well as Laconia. He discussed what was learned from the visits and noted that Ray Korber has the RFP that was issued for the Laconia system and the information is being reviewed.

Production Records: Bob indicated he will start using the new form.

Unaccounted for Losses – Dave reported that he is meeting with town staff tomorrow to further investigate the 53% loss, noting that it is at 16.6% this

quarter. Bob noted some of the difference has to do with the timing of readings and billings not being the same time period. Carol noted that she has addressed the on reduction of water meter billing on Avery Street that was previously discounted due to the Town utilizing the homeowner's water for watering Waukegan Park. Upon investigation, Carol learned this has not be utilized for some time and has contacted the user who is now being billed appropriately.

Water Tank Drawdown: Bob reported that they have done one partial drawdown which was terminated due to low chlorine levels of 0.02. The state requires the distribution system to have a trace level of 0.02. Bob would like to maintain a level in the distribution system no lower than 0.3 and 0.9 leaving the treatment plant. He will not do it again until after Dave Langsfeld is gone.

Solar Bee: Bob distributed information to the Committee on the Solar Bee Solar-powered circulator system, noting the initial cost is \$45,829. He stated that Wolfeboro uses this system and he will further review their system.

Coagulant Testing: Bob advised that Berlin has allowed us to utilize their jar testing equipment at no cost when Dave Langsfeld is here do testing.

Future Demand Estimates: John discussed the spreadsheet he is working with that includes land use for hotels, offices, square footage and other objective factors. He has a determination of the service area defined to be utilized. At this time he has all the information he needs to further work on the demand.

CIP Presentation: Dave discussed the information he will provide the CIP committee that will match the information Bob has. Some of the material will be for informational purposes in order to provide the CIP Committee with a better understanding, and does not need to be incorporated as a CIP project. Chuck discussed the Groundwater proposal that includes Phased I – V, and noted that Phase I and II would need to be in the CIP.

Miller asked Dave his thoughts about capacity. Dave noted that we should have good information to provide the Board of Selectmen pertaining to demand vs capacity, when the committee reports to them in October.

The next meeting should focus on CIP.

Meeting Adjourned: 6:30 p.m.

Respectfully submitted,
Carol M. Granfield