



CITY OF FRANKLIN, NEW HAMPSHIRE

Municipal Services Department

"The Three Rivers City"

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MUNICIPAL SERVICES COMMITTEE MEETING MINUTES

April 1, 2011

Present: Councilor Jay Bowers (Chairman), Councilor Ted Starkweather, Councilor Scott Clarenbach, City Manager Elizabeth Dragon, City Finance Officer Judie Milner, MSD Director Brian Sullivan and MSD Operations Superintendent George Turcotte

Jay called the meeting to order at 8:32 a.m.

Old Business:

1. Update on Water Treatment Plant and River Crossing Project: Both projects are work in progress. MSD will arrange site visits in May (when snow is gone!!).
2. Update on Memorial Street Water Main Project: This project is on track. H.L. Turner has completed the designs. Bids were sent out to three contractors.
3. Status of Open Burning of Wood Waste: The expiration date has been extended until January 21, 2014.
4. Curbside Recycling Update, First 11 Months: A report was handed out. There has been a 25% weight reduction. The City has had no rejected loads. Transfer Station personnel have begun tagging offenders. Ted would like to see a press release with this information for the public. Jay and Elizabeth agreed. (See attached handout).

New Business:

1. Review of 2007 MSD Committee Goals: A copy of the 2007 MSD Committee Agenda was handed out for informational purposes.
2. Water Main Replacement Project – Chance Pond Road to Kimball Street to Lawndale Avenue to Route 11: Depending on the balance of funds remaining from the 7.2 million dollar USDA Grant / Loan, this project is the number one priority for use of these funds.

continued

New Business (continued):

3. NHDES, Drinking Water State Revolving Loan Program (DWSRF) and the possibility of Franklin Water Tank Project being funded with a 35% to 40% Grant: Brian, George, Elizabeth and Judie have met with Rick Skarinka regarding filing applications for the DWSRF. Rick thinks Franklin can qualify for up to a 40% Grant. A copy of the application was handed out. Franklin is towards the top of the list for Grant approval. Judie has developed a Bonding Informational sheet (for a 20 year bond). The first payment should be in 2014. Rick said they will need a commitment from the City in August 2011.
4. Water Department proposed Capital Efficiency Planning: Brian has met with Don Tata from Tata & Howard regarding hydraulic monitoring. Janet Levy has been working on this. The City needs a complete (current) water system study, which should include future possibilities, such as selling water to Tilton, etc. Brian wants to hire Tata & Howard to do Capital Efficiency Planning in conjunction with Janet Levy's work. Committee concurred with this and Brian agreed to bring to full City Council for the transfer of funds from Water Department retained earnings to Capital Outlay.
5. Continuing Service Contract with Tata & Howard: This ties in with the previous item.

Other Business:

1. Co-op: George stated there will be an OC meeting within two weeks. Elizabeth told George to remind them of the contract to sign off for amendment to the Host Fee.
2. Sewer Treatment Plant: Elizabeth stated there is a proposed memo of understanding in the Agenda packet relating to "Governance" and the WRBP Advisory board.
3. Downtown Project: This has gone out to bid. Construction should begin in Summer.
4. Energy Committee: Elizabeth met with Leigh Webb and Delaney Carrier. Dick Lewis has been in correspondence with LRPC regarding the ETAP program.
5. Budget Review Dates: Next MSD Budget review meeting will be Friday April 22nd 8:30 a.m.
6. Ted will not be at Council Meeting next week.

Motion was made to adjourn at 10:10 a.m. Seconded. Motion carried. Meeting adjourned.

Minutes typed by:


Marie G. Creasey

BJS:mgc