



# CITY OF FRANKLIN, NEW HAMPSHIRE

## Municipal Services Department

*"The Three Rivers City"*

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### MUNICIPAL SERVICES COMMITTEE MEETING MINUTES

October 22, 2014

Present: Councilor Scott Clarenbach (Chairman), Councilor George Dzujna, Councilor Bob Desrochers, Councilor Ted Starkweather, City Manager Elizabeth Dragon, Finance Director Judie Milner, MSD Director Brian Sullivan, Marie Creasey

The meeting was called to order at 9:06 a.m.

Brian noted at the beginning of the meeting that this was an informational meeting and no decisions needed to be made for the upcoming November 3, 2014 City Council Meeting.

1. Cross Street Water Tank – Brian noted the age and overall condition of the Cross Street Water Tanks is a concern since 2008. Last winter, there were two separate leaks in the tank. He handed out a tank condition report dated March 25, 2013.

Three options need to be considered: Tank Rehabilitation (using NHDES DWSRF Funding), Tank Replacement, or do nothing. With respect to DWSRF Funding, Brian informed the Committee that a decision needs to be made by March of 2015 if the City decides to borrow the \$513,000 estimated price to prep, prime and paint the existing tank. Copies of the SWSRF award letter and amortization schedule were passed out. The overall sentiment of the Committee was to perform a tank repair and get another 20 years of useful life out of the tank.

It was also mentioned that except for emergency water reserves, Tilton/Northfield had no interest in being tied into the City water system and the cost to pump water to Tilton would need to be paid for by that system.

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2. Solid Waste Ordinance / Adding Flow Control – Brian advised the Committee that Pinard Waste is now picking up commercial trash in Franklin and they are not dumping at the Wheelabrator Plant under the City's account. He explained that if this were happening back when the City had to commit to Guaranteed Annual Tonnage, this would have been a problem. Under the new Co-op agreement, although there is no penalty, participating members are still supposed to monitor and do what they are able to encourage "Flow Control", which means trash generated from Franklin must go to a facility designated by the City.

Brian explained that Paul Fitzgerald is now looking into the legality of Flow Control and will advise us as to whether a new section needs to be placed in the City's Solid Waste Ordinance.

In the meantime, Brian noted that the City will lose the \$15.00 Administrative Fee for every ton of commercial trash not dumped at Wheelabrator under the City's account.

3. Lake Shore Drive – Elizabeth met with Senator Hosmer and Chris Clement, NHDOT Commissioner, in August relative to State Highways in Franklin. Lake Shore Drive's State ownership and its condition were a topic of discussion. The State sent a letter dated August 11, 2014, as a follow-up to the meeting (see enclosed).

Since then, Brian informed the Committee that NHDOT is scheduling road work for the Spring of 2015.

Disadvantages to have the City accept Lake Shore Drive as a City road included – No layout plan; no survey information; length of road; poor condition of road; a lot of tree work needed.

The Committee concurred they had no current interest in recommending Lake Shore Drive to be accepted by the City as a public way.

4. Urban Compact – At the August meeting with Senator Hosmer and NHDOT Commissioner, the Urban Compact designation was also discussed, and the burden if placed on the few municipalities in the State that have this designation. In the meantime, Elizabeth noted that all State Highways outside of the urban compact will be paved by the end of 2015.
5. Other Business: –

- a) Haynes Brook – Brian informed the Committee that Dick Lewis is still pursuing the Hazard Mitigation Grant for culvert replacement and it looks as though the City will more than likely qualify. Brian handed out a project update prepared by Dick Lewis.

Judie informed the group that the City collects about \$42,000 per year from the special transportation fund and the account currently has a balance of about \$220,000.

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Other Business (continued):

- b) Route 3 / Industrial Park Drive Water Main Relocation – Brian informed the Committee that the Engineers Opinion of Probable Cost is at \$212,000. This was handed out to the Committee. The City is responsible for the cost to relocate the water main utility conflict on US Route 3.

NHDOT will pay the full amount of \$68,000 to do any work associated with impacting Industrial Park Drive.

- c) Water / Sewer Rates – Brian raised big concerns about the lack of adequate funding in Water and Sewer Departments Capital Outlay accounts to address the long-term challenges of these two utilities needs. He stressed the need to educate the public and wants to do a workshop in February of 2015.

Judie reviewed the fund balance in Water. At the end of FY14, there is \$441,431. The recommended amount to keep in reserves is 25% of the water budget, thus, we need to keep \$344,000 in reserves.

As a balance, we have just under \$100,000. With a tank project of \$515,000, and a water main relocation project of \$212,000, there is not enough money in reserves.

- d) Sewer Assessment Formula – Brian updated the Committee on the status of the Winnepesaukee River Basin Program (WRBP) and the various projects identified in the Memorandum of Understanding (M.O.U.) between NHDES and the WRBP member communities. He indicated that a Maintenance, Operation and Management (MOM) Study has been completed by Brown and Caldwell Engineers and the results will be presented to community leaders in February of 2015, by means of a workshop. The reports can be requested from MSD or obtained at the NHDES / WRBP website.

The latest project the Advisory Board is working on will be a revised assessment formula for O&M, Capital Recovery, Administrative and Sinking Funds. These four categories are based on an antiquated community Assessment Formula that will be revised. Brian mentioned that Sanitary Sewers should also be the subject of a workshop, as he is concerned about the long-term impact of WRBP costs on our sewer rates.

Scott mentioned that we should raise water and sewer rates annually. George wants to be sure this word gets out to taxpayers.

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## Other Business (continued):

- e) Smoke Testing – Brian indicated that our second year of smoke testing is complete. The smoke testing has identified many areas of water inflow into the City Sanitary Sewer System. The idea being is to correct areas contributing the largest volume of water inflow. To date, 96,636 linear feet of sewer mains have been smoke tested (18 miles).
  
- f) Industrial Park Drive Design – Brian gave an update on Engineering and Design Services contract for Industrial Park Drive. Three proposals were submitted. The design project has been awarded to Provan and Lorber at a cost of \$21,000. Plans, Specifications and Bid Documents will be ready for the Spring of 2015.

## Other items of interest:

- Bill Hurd has been hired in the Water Department to start mid-November.
- Jerry is retiring in the Spring of 2015.
- Charlie Cote has been a great addition to the Highway Department.
- Water Treatment Plant is running well.
- 4,000 linear foot Sanitary Sewer line from Plant to Tannery Street is installed.
- Significant amount of tree removals and pruning have been completed this past summer.
- Site Restoration for 601 South Main Street will take place this fall (weather permitting) or in the spring.
- Re-issuance of solid waste information packets to 3-6 family units will take place this winter.
- Fuel Depot at NHDOT Garage on Salisbury Road is complete. The issue is that the City does not have vehicle maintenance tracking software yet. It appears the City Fuel Depot will remain in use until we get maintenance tracking software.
- Water Department Capital Efficiency Plan – a draft of the plan should be ready around the beginning of January 2015.

Ted made a motion to adjourn. Bob seconded. Meeting adjourned at 10:26 a.m.

BJS:mgc