MUNICIPAL ALLIANCE FOR ADAPTIVE MANAGEMENT
EXECUTIVE BOARD MEETING
DRAFT MINUTES

Meeting Type:	**Regular Meeting**
Meeting Location:	Newington Wastewater Treatment Plant
Remote Location:	https://us06web.zoom.us/webinar/register/WN_5FOOPAyrTnWZyFOZLP_XaQ
Meeting Date:	**Thursday, November 4, 2021**
Meeting Time:	**10:00 a.m.**

1. CALL TO ORDER

The Meeting was called to Order at 10:00 a.m.

Present:

Members:

Town/City	Representative	Remote/ In person, Location
Dover	Gretchen Young (GY) Environmental Projects Manager	In person, Newington WWTP
Portsmouth	Suzanne Woodland (SW) Deputy City Manager / Deputy City Attorney	In person, Newington WWTP
Rochester	Katie Ambrose (KA) Deputy City Manager	In person, Newington WWTP
Exeter	Jennifer Perry (JP) Public Works Director	In person, Newington WWTP
Newington	Denis Messier (DM) Plant Operator	In person, Newington WWTP

Non-Members:
Terry Desmarais (TD), City Engineer, City of Portsmouth – in person, Newington WWTP
Melissa Paly (MP), CLF – in person, Newington WWTP
Sally Soule (SS), DES - in person, Newington WWTP
Kalle Masto (KM), PREP – participating remotely
James Houle (JH), DES – participating remotely
Clifton Bell (CB), Brown and Caldwell - participating remotely
Stacy Villanueva (SV), Brown and Caldwell - participating remotely
Sam Flewelling (SF), Senior Hydrologist at Gradient - participating remotely
Hannah Coon - participating remotely
Michael Tibbetts (MT) – Chief Operator, Berwick Sewer District - in person, Newington WWTP
Charles Goodspeed, Epping Representative - in person, Newington WWTP

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2. APPROVAL OF MEETING MINUTES OF JUNE 11, 2021

Motion: DM moved to approve the meeting minutes of June 11, 2021, seconded by KA. **Unanimously approved.**

3. ANNUAL CONTRIBUTION DISCUSSION

Introduced: GY introduced the topic.
Executive Committee will develop a recommended budget for next year. The proposed budget will be presented to the Members at a meeting in December for approval and acceptance.

Great Bay Pollution Tracking and Accounting Program (PTAP):
GY introduced the topic and level-of-service cost scenarios. SS summarized the basic functions, potential funding approaches, and cost scenarios. Three (3) level of service costs were reviewed.

Website Development:
SW introduced the topic. The website would be an independent website. Cost estimate was reviewed. General concurrence to support this item.

Brown and Caldwell (BC's):
GY introduced the topic. Committee reviewed BC's scope of services and project budget by task for calendar year 2022.

PREP Engagement:
GY introduced the topic. Committee reviewed the Technical Memorandum for Funding Priorities for 2022 Great Bay Estuary Monitoring dated October 22, 2021. CB addressed the prioritization of projects listed in the memorandum. SV addressed questions regarding specific studies and frequency. General concurrence to fund Priority Group 1 items and discussion regarding Priority Group 2 and 3 items.

4. STAKEHOLDER COMMENT

MP expressed support for annual monitoring and requested consideration for Priority 2 research items, particularly eelgrass item.
MT spoke in support of monitoring, and asked how the analysis would affect the wastewater treatment plant permits.

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Motion: SW moved to accept and approve the website development cost estimate of $6,405.00. Seconded by JP. **Unanimously approved.**

Motion: SW moved to accept and approve the Brown and Caldwell agreement (Exhibit A, B, and C) in the amount of $50,000 for the calendar year 2022. Seconded by DM. **Unanimously approved.**

Motion: SW moved to accept and approve the PTAP Medium level of service in the amount of $50,000. Seconded by DM. **Unanimously approved.**

Motion: SW moved to accept and approve the PREP Priority Group 1 in the amount of $234,100. Seconded by DM. Unanimously approved.

Motion: SW moved to accept and approve the PREP Priority Group 2 Mussel Watch in the amount of $7,300. Seconded by KA. **Unanimously approved**.

Motion: SW moved to accept and approve the PREP Priority Group 2 Tier 1 Seagrass Monitoring in the amount of $75,000. Seconded by DM. **Unanimously approved**.

Motion: DM moved to accept and approve the PREP Priority Group 3 Storm Add-On to Eelgrass Stressor Project in the amount of $195,000. Seconded by GY. **Motion Failed 2-3**, SW, KA and JP voted opposed.

GY stated total amount approved was $422,805. She provided the design flow based cost allocation for each facility.

Rochester - $120,835.75
Portsmouth - $176,088.68
Dover - $112,908.15
Newington $6,966.67
Rollinsford $3,603.45
Milton $2,402.30

5. PUBLIC COMMENT

No comments from public attendees.

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6. OTHER BUSINESS, if any

KA will share the PTAP alternatives being investigated with the group before the final vote.

Discussion that next meeting of the Members will likely occur on either December 2, 2021 at 2:00 p.m. or December 9, 2021 at 9:00 a.m. Location will be determined based on availability and is subject to confirmation from the other Members with a remote option to facilitate stakeholder, PREP and regulator participation.

7. ADJOURN

Motion: DM moved to adjourn. Seconded by JP. **Unanimously approved.**

Meeting adjourned at 12:00 p.m.

Video posted at: https://www.youtube.com/watch?v=I88UUns3aco

Prepared by: Amy Chastain, Business Administrator, City of Portsmouth

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