Waterville Estates Village District

Water Master Plan and Roads Committee Minutes – April 30, 2021

The meeting was called to order at 2:00 p.m. on April 30, 2021. In attendance were John Herlihy, chairman, Terry Bennett, Stan Bujalski, Matt Smith and Jaime Oldmixon. Guest present was Ian Kasowitz from Stiles Co.

Mr. Herlihy began the meeting with discussion of the WEVD draft Water Ordinance (Ordinance). He discussed the need for clarification of the scope of service/repair work performed by the district. In particular, the district should not be responsible for restoring private landscaping after repairs are performed on private property. Ordinance states that maintenance and repair of the water service from the curb stop to the house is the sole responsibility of the homeowner.

Ms. Bennett requested language be added to the "Clerk" definition to include "or their designee" as it is the WEVD staff or potentially a third-party contractor who will perform these duties.

Mr. Smith recognized guest on the call and requested the discussion to change to infrastructure meters so that Mr. Kasowitz could offer his expertise and then be excused. All agreed.

Mr. Herlihy stated that the well level sensors have been installed at the Liberty Lane wells.

Mr. Kasowitz was introduced as a supplier of flow meters who consults with Lakes Region Water. Mr. Smith opined that installation of flow meters at this time may be premature because we need additional information from Dubois and King's Master Plan in order to select the proper equipment and their location. Mr. Kasowitz agreed and stated that Water Systems install meters based on pipe size rather than flow rate and often the meters fail as a result. Though he agreed that Mag-meters would achieve our end goal, he stated that they would be "overkill". The cost to install Mag-meters is significantly more than properly sized turbine style flow meters. Mr. Herlihy described the water outage from last Fall which prompted the desire to install flow meter to help locate water main breaks but feels that it is not critical at this time. It would be more prudent and fiscally responsible to wait until we have the Master Plan from D&K. Mr. Smith suggested a subcommittee to work in tandem with Nick Sceggell and Ian Kasowitz to select proper meters and locations then make recommendations to the Commissioners. Mr. Oldmixon and Mr. Bujalski volunteered to participate in that group. Mr. Kasowitz was thanked for his expertise and left the meeting.

Mr. Herlihy stated that he would follow up with Nick Sceggell of D&K on the status of our Matching Funds Grant approval from the Executive Council.

Mr. Herlihy returned to the topic of the Ordinance. He asked how to address the extension of water mains to undeveloped land and the need for clear language around that topic. Mr. Oldmixon stated that section 30 addresses that topic. Mr. Smith asked if the cost to extend a water main past multiple lots should be paid by a single landowner or all lots who are afforded access by the extension. Ms. Bennett suggested that the district should install the water main and recoup the cost through connection fees from the affected lots. Mr. Bujalski stated that in the past it has been the responsibility of the developer who created a subdivision to bear the cost of installing the water main. Mr. Oldmixon stated that in the case of an area like Myrtle St. where the subdivision was already in place a S.I.D. could be created to manage the extension of the water main and allocating the cost to the individual lot owners as they connect. Mr. Herlihy expressed concern over the need for improved record keeping and bookkeeping to make such a scenario feasible. Ms. Bennett recommended an independent accounting system for the Water System. Mr. Herlihy and Mr. Bujalski agreed. Mr. Herlihy agreed to reach out to Campton Village Water District to learn about their billing and record keeping procedures.

Ms. Bennett expressed concern over language in Section 21 b which led to discussion of the Availability Charge. After much discussion, it was agreed that landowners who are currently using a water well shall be granted an exemption.

Mr. Bujalski expressed concern over short term rentals being charged the same rate as other homes. As they are often rented out to large groups, they often use much more water than the average home. Though he agreed, Mr. Oldmixon

stated that without a legal registry of short-term rentals the district had no way to identify these homes and could not legally assign them a different rate.

Ms. Bennett and Mr. Smith expressed the desire to see all homes being metered individually. All agreed. Discussion ensued over how to pay for individual water meters and how to incentivize homeowners to have meters installed. Mr. Herlihy suggested that the district pay for the meters. Mr. Bujalski suggested contacting LRW and other potential contractors to request pricing for meter installation. Mr. Oldmixon stated that the district may be able to secure low interest financing through the NH Drinking Water State Revolving Fund.

Mr. Bujalski suggested adding language to Section 7 of the Ordinance with regard to safety during excavation. He recommended that it be made clear that the District Superintendent would be inspecting only the quality of a water service installation. They were in no way responsible for ensuring safety compliance by the installing contractor.

Mr. Bujalski recommended that language be added to the "approved contractor" description to require said contractor to provide the district with a current Certificate of Liability Insurance.

Mr. Bujalski asked that clarification be added to Section 31. Should materials be found to be substandard and need replacing, the cost of that replacement shall be paid by the homeowner.

Mr. Oldmixon suggested that the chart of penalties in Section 33 be moved to the appendix so that it could be more easily adjusted over time. All agreed.

Mr. Oldmixon requested discussion of Section 4 d concerning the obligation to connect to the water system. After discussion it was agreed to have the language read, "all properties within the district may connect". This allows some flexibility for unique or challenging scenarios to create sensible solutions.

Mr. Oldmixon agreed to take the minutes for this meeting from the recorded Zoom meeting.

The next meeting was scheduled for May 27, 2021 at 2 p.m.

Meeting was adjourned at 3:50 p.m.

Submitted for approval by:

Jaime Oldmixon

Approved by vote of 3 – 0 at the June 1, 2021 WMP Committee meeting

Motioned by Mr. Herlihy, Seconded by Mr. Bujalski, voted in the affirmative by Herlihy, Oldmixon and Bujalski