Waterville Estates District Commission
Water and Roads Committee
Meeting Minutes of July 20, 2021

The meeting was called to order by Ms. Bennett in the absence of Chairman Herlihy at 9:29 AM on July 20, 2021. The meeting was held at Campton Mountain Ski Lodge, 24 Parker Road, Campton NH 03223.

Members Present: Terry Bennett, Stan Bujalski, Jaime Oldmixon
Members Absent: John Herlihy
Other Present: Maureen Patti, WEVD Chairperson; Nick Sceggell , DuBois and King Engineering

Approval of the Agenda: Motion by Mr. Bujalski, Second by Mr. Oldmixon to approve the agenda with the addition of a Trail Committee email question under "Other Business". Motion carried by all members present.

Item 1: Discussion of Water Ordinance and Appendix.

Mr. Oldmixon has provided the members of the Committee with the most recent draft of the Waterville Estates Village District Community Water System Water Ordinance. Changes are highlighted. Mr. Scruton, temporary manager for WEVD has sent a copy for legal review and comment. Legal review is expected shortly.

DuBois and King provided a format for the Ordinance. The Committee has drafted an Ordinance unique to Waterville Estates Water District. It has been under development for some time. The format is consistent with New Hampshire Law. WEVD does not currently operate with a Water Ordinance. The Ordinance will be compliant with New Hampshire Law.

Mr. Oldmixon spoke to other ordinances from other communities which place the water rate structure in an Appendix. This allows for rates to be changed without having to amend the Ordinance. Language in Section 21: (b) should be moved to an appendix. Section 21 (a) may remain in the ordinance as drafted.

The Water Rate Schedule will become Appendix A. Mr. Oldmixon went to the Budget Committee last week and discussed with them the proposed rate breakdown. They were in agreement that this was a reasonable rate

breakdown based upon the 2021 water budget. It is similar to the current tax breakdown determination process. The rate will be based upon the number of residential bedrooms in a residence. Undeveloped lots with pipe currently available (100 ft to the property line) will be charged the availability rate fee. Undeveloped lots without access to pipe will not be charged. The draft ordinance provides a grandfather clause for existing homes with a well. Properties with CURRENT operating wells will be exempt from this availability rate charge. If a residential unit adds a well, the availability rate fee will be charged. Mr. Oldmixon indicated the WEVD would want to encourage hook up to the water system. This fee maintains the system.

The Appendix should include the following documents; Map of Water Service Area; Application for Water Service; Diagram of Typical Water Service; Schedule of Penalties; Schedule of Rates; and Schedule of Fees (Connection, Turn on/ off, etc.).

Ms. Bennett is requesting that the modifications be completed by July 26, 2021.

Mr. Sceggell from DuBoise and King indicated he has found some questions related to the service map. Locations on the map seem to be inconsistent with what is usually shown for hook ups on property. Ms. Bennett asked if the copy he had was the updated CAD map done last year. Mr. Sceggell indicated it was. An accurate map needs to be provided in the administrative office for residents to understand the placement of the water utilities in relationship to their properties. If there is a challenge to the map, an actual field survey be required.

Mr Bujalski added that a specific reference to the required meter standards should be mentioned in the appendix documents. Mr. Oldmixon suggested that we still need to get quotes and specifics on a blue tooth comparable meter as an installation standard. The District is to provide the meter used in the draft ordinance. Mr. Sceggell indicated his model would reference a meter as required by the District.
Ms Bennett's asked upon installation, do we not have to read them? The burden of purchase, installation, software and maintenance cost was a point of discussion. Mr. Oldmixon indicated we don't have to read the meters upon installation. Meters can provide information related to water usage. The District would not change the rate structure until every user

has a meter installed. Mr. Sceggell suggested, you want to have as many meters installed as possible in new builds prior to fitting the remaining residential installation connections. Mr. Oldmixon indicated he believes the Plymouth community incentives encourage owners to have a meter. There is a lesser rate for metered property. However he stated, we are a long way from being able to consider this metering scenario. We need to buy meters and installation upfront at a contact price. He stated the town of Lincoln did a study in the early 2000's costing $300 per meter, approximately 30,000 for the whole town. Lincoln opted not to do it.

There was discussion on using the State of NH Drinking Water Revolving Loan fund for this purpose. Mr. Sceggell indicated the process begins with a pre-application due at the end of November. An approval vote of the people for the Loan/ Bond at the Annual meeting of the WEVD is required. If approved at the Annual meeting; the process moves forward with final application and engineer /specification plan development. Bond money for this would most likely be available June of 2022. The project most likely being implemented in 2023. Projects are ranked by the State for inclusion in the Drinking Water Loan process.

Approved DES designs and specifications would need to put out for bids. (Both for meters and installation) SRF funding will have to be reviewed by State DES prior to any bids being let. Once reviewed/ approved design money can be spent. DuBois and King will confirm this process. All State specification standards will have to be met in the work and bid process.

Ms. Patti looked up the WEA regulations and easements requirements. "Easements for the installation and maintenance of utilities and drainage facilities are reserved to the Village District, including In, Over and Under all Roads and Ways; and In, Over and Under any living site, plus the common area or common property, so long as construction does not hinder the use living area".

This may explain the CAD map exceptions.

The committee is shooting to have all this completed by July 26, which would allow for publication prior to the July 29, 2021 Public Hearing.

Motion By Ms. Bennett, seconded by Mr Oldmixon;

Contingent upon solving any issues that may come from legal review, and with the amended changes discussed at the meeting of July 20, 2021, including moving the Schedule of Fees out of the draft Ordinance into the Appendix, and completion of other appendix items including: Schedule of Rates; Map of the Service Area; Application for Water Service; Diagram of Typical Water Service; Schedule of Penalties; Schedule of Fees, (Connection, Turn On/ Off, etc.).; now therefore the Water And Roads Committee recommends to move this draft Ordinance and Rate schedule forward to the WEVD Commissioners for consideration at the Public Hearing on July 29, 2021.

Motion is carried:

Ayes: Bennett, Bujalski, Oldmixon
Nays: None

Item 2: Discussion of Water Rates for 2021/2022.

Mr. Oldmixon will draft a sample/ example rate structure sheet based bedroom sized homes consistent with the current 350,000 water budget for 2021. Ms. Patti suggested this would be helpful to include in the Public Hearing posting.

Some discussion was held related to what will happen with taxes. It is the hope taxes would decrease, however; the committee has no knowledge of this as related to the development of the 2022 budget.

Item 3: Update on the Master Plan Grant Approval

Ms. Bennett spoke with our State Grant Coordinator. It is confirmed that we are recipients of the Asset Management Grant. It equals 20,000 with a 20,000 dollar match. A coordination meeting needs to be set up with DES. The first availability of Staff is after August 9, 2021, as they are out of the office for the next three weeks. Ms. Bennett will set up this meeting following August 9, 2021. It will be held in WEVD. Mr. Sceggell will also be in attendance. Mr. Sceggell will set up the agenda and has several equipment items to discuss at this meeting. One item is related to an upper clear water tank. Aeration piping will be evaluated and sampled for PH to confirm need of this tank. The tank is currently in concern for

replacement for rust damage. It may or may not be replaced. By-pass pumping may be a solution. Ms. Patti asked about the transfer tank was a critical issue at this time. The answer was it was not thought so. It is a question of if what's being pumped from Liberty has enough pressure for the elevation. Ms Patti said it was felt that the rust issue was bad. Need to get work done prior to winter if there is a critical issue. There is no bypass plumbing currently to assure this. More details, will be evaluated to affirm need. Answer will come in the next couple of days with design coming a bit later based upon the need found. Discussion talked about pipe and pump sizes specifically.

A WEVD System Equipment Assessment was presented by Mr. Sceggell of DuBois and King. The Assessment will be reviewed again as they believe they may have been generous. The Equipment evaluation will allow for WEVD to use this document to Budget for multiple year repair/ maintenance and replacement.

Approval of Minutes of June 27, 2021:

Motion by Mr. Oldmixon, seconded by Mr. Bujalski to approve the minutes dated June 27, 2021. Motion carried by all members present.

Other Business:

Email in regards to Tail Location at Liberty Pumping Station.

It is determined that location of the Trail doesn't need to be moved as related to use. Concern related to contamination from fecal mater by users and their pets. Easements of this type allow for recreational uses of this nature. It is recommended that signage be posted education users of the need to protect the Drinking Water Supply and the Well Heads off Liberty and along the River Trail Path. Mr. Bujalski will communicate with Trail Committee and Mr. Ketchum.

Citizens Comments:

There were none.

Adjournment:

Motion by Mr. Oldmixon, seconded by Mr. Bujalski to adjourn the meeting at 10:32 AM. Motion carried by all members present. The meeting was adjourned.