Waterville Estates District Commission
Water And Roads Committee Meeting Minutes
August 31, 2021

The meeting was called to order by Chairman Herlihy at 1:24 pm. The meeting was held at 562 Winterbrook Rd., Campton NH 03223.

Members present: Terry Bennett, Stan Bujalski, John Herlihy, Jamie Oldmixon (Zoom).
Members Absent: None
Others Present: John Scruton, Acting GM. (Zoom), Nick Sceggell, DuBoise and King Engineering, Maureen Patti Commission Chairperson (Zoom), Luis Adorno, State of New Hampshire, Drinking Water Department (Zoom) and Yakov Korkhim (Zoom)

Item 1: Asset Management Grant Kick Off/ Requirements Meeting required by the State of New Hampshire.

Mr Herlihy introduced Luis Adorno, staff coordinator for the State of New Hampshire. Mr. Adorno indicated that he is the Department of Environmental Services/ Drinking Water representative to assist with the Asset Grant. It is matching grant approved for up to $20,000 based upon a reimbursement program . The Work must meet grant requirements to be approved for reimbursement. The grant agreement lays out the requirements in Exhibits A,B,C. The Grant document shows tasks and break out for reimbursement. The Grant completion date is May 31, 2022. Mr. Adorno is very glad WEVD is getting moving on this project, although winter is not the optimal time to try to do this work. Mr Nick Sceggell of DuBoise and King, is the contracted project Engineer. Mr. Adorno stated the DES contract is with WEVD. WEVD is responsible for seeing the requirements are met. Mr Adorno's role is to make sure the project is beneficial to the community as a whole. He would like to be included in as may meeting as possible. This grant will create a data driven overview of the Drinking Water System.
It will:
1. It will identify what the WEVD owns as drinking water assets.
2. It will identify location of the assets.
3. It will identify the condition of the assets.
4. It will convert information to a data driven system.

Mr Adorno stated, the data driven decision tool will move the WEVD water utility toward a pro-active management approach verses a reactive approach. A reactive operation mode is generally three to five times more expensive. In a reactive mode, injury incidents are higher which creates a safety liability.

Yakov Korkhim questioned, the cost analysis; who is the beneficiary of this program? Mr Adorn indicated the customer is the beneficiary. Mr. Korkhim asked who is the customer? Mr. Ardorno said the homeowners and businesses who use the drinking water system. Mr. Korkhim asked if it is 20,000 State money matched with $20,000 District money. Mr Adorno answered, Yes. Mr Herlihy informed Mr. Korkhim to please ask questions in the public comment section of this meeting.

Ms. Bennett reviewed how the District began this process. Ms Bennett explain that the Water System belongs to the Waterville Estates Village District (WEVD) and not the Waterville Estates Homeowners Association (WEHOA). Two years ago in a public meeting, the District began pursuit of the development of a water master plan. The Waterville Estates Village District system was built starting in the early 1960's. The system is aging, and there have been a considerable number of pipe breaks, thus limiting the water service to the WEVD customers. Money has been set aside for the development of a Water Master Plan. This total plan will identify long and short term needs of the water system. As this community was built over many years developers placed multiple sizes of pipe in the ground. The varying pipe sizes effects delivery of water, the water pressures, in relationship to our demand, pumping capacity and elevation. Leaks in the system also relate to the service the utility can provide. The Asset Grant will look specifically at the following assets: The Liberty wells, pump houses, pumps, pipes, curb stops etc. Mr. Korkhim indicated that yes he understands and we don't have to spend a lot of time here.

Mr Adono supported this statement. WEVD water asset management will be beneficial to the community as a whole. You will be able to make decisions based on actual data. The WEVD needs to determine how many assets they have and the condition of those assets. It will be required to map the assets location. The level of service within the system is important. A communication component is also important. Social Media as a way to communicate with members is essential. Mr Ardono expressed the importance of letting your customers know the conditions

and expectations of the system. He said most systems were developed in NH in the late 1950s and 1960s. Communities have "kicked the can down the road" and now larger issues are occurring. He stated many concerns are coming to operators attention. How do customers pay for repairs, with the impact of changing state and federal regulations? What is affordable to pay based on the true cost of operation the system? He stated that generally water in NH costs less than one cent per gallon. No other utility system operates at that low of a cost.

Mr Herlihy introduced Nick Sceggell.

Mr. Sceggell asks Mr. Adorno to send the actual final grant agreement to him. He wants to see if the work is in line with the actual tasks required. He stated water supply evaluation is being done. There is one main source for water at Liberty Lane. These are shallow gravel packed wells. There were no monitoring devises to monitor water level in the wells. Recently, WEVD purchased and placed these devices in the wells. Data can now be gathered when pumps are on in the well. He is hoping to get a SCADA excel report from the monitoring devices. There is good information on the construction of the wells available for a review by a Hydrogeologist. Additional consolidation of the system happened when other ground water wells were shut down. That impact is being evaluated.

Mr Sceggell outlined the following:

1. Mapping is well underway
   Verification of base map and curb stop locations is being validated.
   Mapping will be based upon the information that is available.
2. Inventory of Assets is also well underway
   Inspection of physical pump houses/ pumps has been done
   A few questions remain to be investigated.
3. Data from SCADA software monitoring system is to be evaluated.

Mr Adorno lists the five tasks of the Grant Agreement:

1. Develop asset inventory, conduct a condition analysis, and estimate their useful life expectancy. Develop a GIS map.
2. Develop a hydraulic model of the water distribution system.
3. Develop a Level of Service statement and Workshop. Establish the mission and vision of the utility as part of the Level of Service.

4. Develop a long term funding plan for maintenance, repair, or replacement.
5. Develop a Public Outreach Communication Workshop and Material.

Mr Scruton asked is this a reimbursement "as we go" project? Mr Adorno indicated you can get reimbursed "as you go" as long as each task is 100% completed and meets all the requirements. There is also the option to wait until the five tasks are complete to request reimbursement. Exhibit "E" breaks down amount reimbursed per the five tasks. In order to get reimbursed, the submittal must include the following:

1.The work must be 100%completed per task.
2. Include task related invoices.
3. Include a completed reimbursement form.

After Department review and approval It takes two to three weeks for accounting to process the payment.

Mr Scruton asked Mr Adorno to send him a copy of the final grant paperwork and the reimbursement forms. Mr Herlithy asked for the same information.

Mr Korkhim questioned the basis for the grant amount. Mr. Adorno indicated that the State of New Hampshire sets a budget line item for this particular grant. The amount of $20,000 was set to allow for multiple communities to benefit from this asset management grant pot of dollars. This grant is not intended to 100% finance the needs of each community participating. This grants purpose is to develop a foundation planning tool to drive the data for determining the needs of the community water system. Mr Korkhim asked what is the basis for the $40,000 number. Mr Adorno indicated the WEVD hired the Engineering Contractor to assess the value of the work to do this asset management plan. They evaluated the cost of completion of the five tasks plan.

Mr Sceggell outlined next steps.....

1.Confirm GIS map and work with operator to accurately depict where the pipes are located based on in-house information. The map will be based on records that currently exist.

2. Develop Model evaluating pressures, evaluating levels of service,

3. Collect data from the current Scada software monitoring system.

Mr Sceggell hopes to identify as many of the line issues as possible with the information that we have available. Probably will not get them all on the first try based upon limited information. He also stated the current contract does not include additional GIS mapping.

Mr Adorno is looking for a framework. The framework must be usable for the community to make decisions. Mr Adorno said it is important to understand asset management is not a "silver bullet" for preventing emergencies. Emergency repairs will happen. This plan will help community recover faster and hopefully create fewer emergencies long term with less cost.

Mr. Scruton is looking for the plan to assist in developing a long and short term financial capital improvement plan.

Mr Herlihy sees substantial issues due to lack of maintenance. The WEVD has to evaluate the plan and get the" biggest bang for your buck". Priorities should be considered together with the data and all the components.

Public Questions:

Mr. Korkhim : Is the Grant Proposal made public? Mr Scruton, yes if you send me an email I will forward it to you as soon as I get it. This is public information. Mr Korkhim: Does that pertain to other aspects of the budgets? Mr Scruton, yes New Hampshire is a sunshine state, with the right to know public.

No other public questions were put forward.

Mr Bujalski asked Mr Ardorno the status of the energy audit grant. Mr Adorno believes that the state is almost at an agreement with the electric providers to pay for the energy audit. Mr Adorno feels this will be valuable to the asset management plan. This audit is different from a home audit as it looks not at the energy efficiency of the assets running the drinking

water system. There will be a second kick off meeting for the Energy Audit.

Ms Bennett also noted there is an application pending for a leak detection audit for 2022.

Motion to adjourn made by by Mr Herlihy, seconded by Ms Bennett.
Motion carried. Yeas: Bennett, Bujalski, Herlihy, Oldmixon
Nays: None

Meeting Adjourned at: 2:40 pm

Respectfully Submitted by Terry Bennett, Recording Secretary for this meeting.

Signature: TBennett

Signature of Committee Chairperson:

John Herlihy — John Herlihy

Print — Signature

Date: 9-11-2021

Approved on: 9/11/21
Committee/Board Name: WATER/ROADS
Committee Chair Initials: JH
Rec'd by WEVD Clerk on: 13 SEP 2021
WEVD Clerk Initials: A