Waterville Estates Village District Commission
Water And Roads Committee
September 11, 2021

The meeting was called to order by Chairman Herlihy at 3:08 pm. The meeting was held at Waterville Estates Community Center, 562 Winterbrook, Campton NH 03223.

Members Present: John Herlihy, Stan Bujalski, Jaime Oldmixon, Terry Bennett.

Members Absent: None

Others Present: John Scruton (Zoom), William Mitchell (Zoom), Jim Murphy, John Hunter, Maureen Patti

Approval of Minutes:

Motion by Bujalski, seconded by Bennett to approve the minutes of August 12, 2021 as amended. Motion carried by all members present.

The amendment corrected the spelling of Mr Bujalski last name on page 4.

Motion by Bennett, seconded by Herlihy to approve the minutes dated August 31, 2021. Motion carried by all members present.

Motion by Herlihy, seconded by Oldmixon to approve the minutes dated September 2, 2021. Motion carried by all members present.

Agenda:

Item 1: Discussion of Water Rates for 2022.

Mr Herlihy reviewed and summarized the process to date. He noted the system is in the process of having a water master plan completed. In the past water has been billed to residents at $200.00 per year. Our Water Department funds have not been placed in a Water Revolving Fund. This fund is established to collect billed revenue for water and pay for water related improvements, maintenance and expenses. Currently the funds are put into the general budget and at the end of any year rolled over to

the fund balance. These rolled over funds could be appropriated for non-water related projects.

The State of New Hampshire strongly encourages a dedicated Water Revolving Fund. It DOES NOT recommend use of General Fund Dollars "only" for Water Department funding.

As a result, the Waterville Estates Village District (WEVD) is considering a Water Ordinance. The ordinance sets out the standards of operation of the Water System in WEVD. This Ordinance is similar to other Municipalities operational procedures in the State of NH.

The water rate proposal is a flat rate to be assessed for 2022. The WEVD has no data to determine residential water use. Meters are proposed in the ordinance but not yet a source to gain water data.

Mr. Oldmixon, reviewed the proposed rate structure process. This flat rate is based on two components. A fixed rate for access to the system and a usage rate based upon the number of bedrooms in a residential unit. Mr Oldmixon gleamed the bedroom information for each residence from the AVATAR tax assessing system used by Campton and Thornton. The information is as accurate as the current assessment/tax bills represent. The census research shows there are 845 properties in WEVD. There are 532 lots with residences. There are 309 undeveloped lots within 100 feet of a water line. These lots will pay the undeveloped fixed rate for access. There are three homes on private wells and a small number of properties outside of the 100 foot access to water lines. These properties will not be charged the fixed rate access fee.

There are six or seven undeveloped lots owned by WEA HOA and/ or WEVD. The Committee directed that these entities be billed for those properties like any other owner of undeveloped property.

Mr Scruton suggested the Committee recommend a 2022 Water Department Budget of $450,000. This envisions the situation that is related to the current budget, plus replacement of a water storage tank/ and related pump controls, and concern for delinquent/late water bill payments. Discussion continued with Mr. Scruton recommending to the committee that water rates have a Bi-Annual billing due dates of December 1, and June 1. This will provide funds for operation on January

1, 2022. This will allow the June billing to be adjusted to meet the budget approved at the Annual WEVD meeting in March of 2022. The June billing can be adjusted to reflect this approved budget and data from the first six months of operation.

Motion by Herlihy, seconded by Oldmixon

The Water Committee recommends to the WEVD Commission that the Water rate billing have due dates of December 1 and June 1, annually.

Motion Carried: Yeas: Bennett, Bujalski, Herlihy, Oldmixon
Nays: None

Motion by Herlihy, seconded by Bujalski;

The Water Committee recommends to the WEVD Commission that the December 1, 2021 bill for 2022, initial billing be based upon an anticipated collection of $225,000.
Motion Carried: Yeas: Bennett, Bujalski, Herlihy, Oldmixon
Nays: None

Mr Oldmixon did a preliminary calculation using the Avatar, Campton/ Thornton tax information for an annual budget of $450,000. The following preliminary numbers represent charges for the first six months. ($225,000)

Undeveloped Lots:	$161.10	(within 100 ft of water)
1 Bedroom Residences	$252.14	
2 Bedroom Residences	$297.67	
3 Bedroom Residences	$343.19	
4 Bedroom Residences	$388.72	
5 Bedroom Residences	$434.24	
6 Bedroom Residences	$479.76	
7 Bedroom Residences	$525.29	

Mr Oldmixon will accurately calculate the final recommended numbers to the Commission for their upcoming meetings and the Public Hearing to set the water rates for 2022.

Motion by Herlihy, seconded by Bujalski;

The Water Committee recommends to the WEVD Commission to use the calculations done by Mr. Oldmixon accessing the records of Campton and Thornton for setting the water rate schedule.

Motion Carried: Yeas: Bennett, Bujalski, Herlihy, Oldmixon
Nays: None

Other Business:

Motion by Herlihy, second NONE

To create a RFP/ RFQ for the purchase of Meters, Metering software, and Billings software

Motion died for lack of support.

The discussion following the failed motion related to not currently having enough information about meters to write a RFP defining the type of meters needed for our WEVD community. It was decided that the committee needs to continue to get vendor presentations on meter types and functions. A second vendor presentation will be set up with Badger Meters to review this product. The first vendor presentation was Neptune Water Meters on September 2 ,2021.

Mr James Murphy spoke to the Water Committee. He has been to the Register of Deeds looking for any Historical information that set up the original water system for Waterville Estates. His success was limited. He wonders if the WEVD or HOA has any documents. He will be filling out a Request for Records and submitting it.

Mr Scruton was able to site two documents that are recorded. An August 12, 1969; 1097; 163 page document and an April 13, 1972, page 260 document. (Recorded)

In addition at one time, April 1, 1971 a for profit company was established called Waterville Estates Waterworks Inc.. It was dissolved as a company on 02/19/2011.

Adjournment:
Motion by Bennett, seconded by Herlihy to adjourn at 4:28 PM.

Motion carried by all members present.

Respectfully Submitted: Danny Bennett

Approval Date: 9/22/2021

Chairperson Signature: John Fletcher

Approved on: 9/22/21
Committee/Board Name: WATER COMMITTEE
Committee Chair Initial: JP/1
Rec'd by WEVD Clerk
WEVD Clerk Initial: