Waterville Estates District Commission
Water And Roads Committee Meeting Minutes
November 19, 2021

The meeting was called to order by Chairman Herlihy at 3:37 pm. The meeting was held at the Waterville Estates Community Center, 562 Winterbrook Rd., Campton NH 03223.

Members Present: John Herlihy, Stan Bujalski, Jaime Oldmixon, Terry Bennett.
Others Present: Zoom Attendees: John Scruton, and one unidentified person.

Approval of the Minutes of November 10, 2021:

Motion by Oldmixon, seconded by Bujalski to approve the minutes as presented. Motion carried by all members present.

The opening discussion revolved around the water fund. The reserve fund account received the $200. The money in the unrestricted fund balance was not transferred to the reserve account. All new collection of water money for 2022 will be received into the reserve water fund. Mr. Scruton will confirm with Judy to affirm his statement is correct. Mr. Herlihy asked for confirmation for our next meeting. Mr Scruton will check the Warrant Article language.

Item 1 : Addendum to Water Meter RFP

RFP was sent out. NO questions at this time have been asked by the vendors. Mr. Scruton advised that if a question arises an answer will be formulated and sent out to both vendors. There is no need to do so at this time. Mr. Herlihy asked that the committee be advised if questions are forthcoming.

Mueller Meters will have cellular availability in May of 2022. This is new for them and does not meet the WEVD timeline. Parts are made in Germany and not readily available.

Item 3 : Other
A. Amending Water Ordinance

Mr Scruton brought to the Committee an issue which arose with the sending out of water bills. Campton and Thornton, as municipal governmental agencies are usually exempted from this billing. He is suggesting that as with the HOA Fees these two municipal governments be exempt from the water ordinance. He suggested the committee recommend the adoption of an amendment of the Water Ordinance to the WEVD Commission as follows:

"Adding to Section 22 (Water rates and responsibility of Property Owners) a new section (d.) Municipalities with vacant lots that do not use water will be exempt from paying a water bill for the months for which they own the property. Municipalities owning lots with buildings of vacant lots that use water will be responsible for the water bill generated for that property. Waterville Estates Association fees for dues development, etc are not changed or addressed in this section."

Mr Bujalski asks Mr Oldmixon if this exemption will change the calculation for the availability charge on the bill. Mr Oldmixon indicated it would change the availabilty calculation. A relatively minor change will occur. Mr Scruton indicated that municipalities are different from private owners. Mr Bujalski agrees that this makes sense. He wonders if we can recoup any of the fees if the lots are sold. Mr. Oldmixon asks if an account can be set up to keep track of bills and asks how that could charged. He doesn't think a lien is something the municipalities would accept. Mr Scruton indicated the amendment addresses the going forward water bill responsibility. Ms Bennett supported what is being proposed. It is often a governmental practice for supportive services which municipalities provide to each other are exempt from fee.

Mr Scruton indicated attorney reviewed language. He approved it. Mr Herlihy and Mr. Oldmixon indicated that they have been asked point blank if Municipalities and WEVD are paying fees. Mr. Oldmixon has said yes. Mr Scruton clarified that the WEVD is paying for their lots.

Mr Scruton will ask Campton (recently sold property at a tax sale) and Thornton (4 lots) plans for sale of the properties prior to the public hearing on the amendment to the water ordinance.

Discussion related to what happens upon the sale of the lots and the process for getting the sale back into the water billing structure. Mr Oldmixon indicated that Allison gets a transfer/ sale of property notice/ report. That is what puts the property on the active. Billing occurs for CIF and other services.

An abatement exemption was discussed and rejected as a risk that local municipalities would be begin charging WEVD reciprocal fees and charges.

Ms Bennett asked if New Hampshire law allows municipalities to own property for speculation. Mr Scruton indicated that they do.

Mr Bujalski was not aware of the number of lots owned (16) by the WEVD. Mr Scruton indicated the Commissioner will be reviewing the lots to evaluate them for public purpose. (An example would be, lots for additional water system structures, public recreation use, public open space preservation, future ball fields, parking, and or conservation land.)

Motion by Bennett, seconded by Bujalski

I move to accept and recommend to the WEVD Commission, the amendment to Water Ordinance; Section 22, creating Subsection (d), that exempts land/ lots in Campton and Thornton from water fees, as described as follows:

" Adding to Section 22 (Water rates and responsibility of Property Owners) a new section (d.) Municipalities with vacant lots that do not use water will be exempt from paying water bill for the months for which they own the property. Municipalities owning lots with buildings or vacant lots that use water will be responsible for the water bill generated for that property. Waterville Estates Association fees for dues, development, etc are not changed or addressed in this section."

Yeas: Bennett, Bujalski, Herlihy, Oldmixon
Nays: None.
Motion is carried.

Meter on the Ski Lodge needs a Meter reading in Dec so WEVD can begin to get a monthly record of water use. Mr Scruton will instruct staff to collect the readings.

Item 2 : Asset Management Plan

A. Mr Herlihy has begun to develop the draft history of the water system for the plan. It should include a basic statement of what were are doing. He wants to punch it up with more facts. It is important to add where we are currently. On education side we need talk about conservation, and a third water source. Mr Scruton noted that for next years budget there are two large projects which include the Transfer tank, re-piping and a Sunset station rehabilitation.

Mr Oldmixon suggested that we own a lot on Parker Road and this may be a location to place a new treatment station. Mr Scruton asked some question on the location of the water line in relationship to the lot. A future engineering plan need to look at the possible solutions.

Mr Bujalski reminded that PH level testing was to be ordered. Previous meeting talked about determining PH testing. This is critical to look at as related next years project needs.

B. The "Level of Service" plan format needs to be addressed. Schedule this for a future meeting.

C. Draft Checklist and Review of Reference for RFP presented for review by Ms .Bennett.

This draft will be sent out to Committee for review..... and modification.

It is ok to edit draft without violating right to know. As final will approved by the whole at a meeting.

RSA 91(A;)(2)(l)(d.) affirmed the above statement.

Motion by Bennett, seconded by Herlihy

I move to use a checklist evaluation of the Water Meter RFP affirming that the bids spec's of the proposal have been met and establish a WEVD water meter RFP vendor reference questionnaire based upon a point

system working off the draft submitted by Ms. Bennett at the 11/19 meeting.

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

Motion carried by all members present.

Authorization will be made at the next meeting.

Citizen Comments:

Mr. Scruton is planning to hold a Public Hearing on the Water Ordinance Amendment on December 1st at 6 pm.

Motion to Adjourn by Bennett, seconded by Bujalski at 4:29 pm.
Motion carried by all members present..

Respectfully Submitted by Recording Secretary: Terry Bennett

Approved Date: 01/12/2022

Signature: _____
Jaime Oldmixon Chair

Signature: _____
Recording Secretary: Terry Bennett