Waterville Estates District Commission
Water Committee Meeting Minutes
January 26, 2022

The meeting was called to order by Chairman Oldmixon at 8:35 AM. The meeting was held at the Community Center, 562 Winterbrook Rd., Campton NH 03223.

Members Present: Jaime Oldmixon, Stan Bujalski, John Herlihy, Terry Bennett (Zoom)

Others Present: John Scruton (Zoom); Nick Sceggell, DuBois and King (Zoom); Kyle McCammon, DuBois and King (Zoom), Kristen Sanchez (Zoom), Linda Ivers (Zoom).

Approval of the Minutes of January 12, 2022

Motion by Bennett, seconded by Herlihy to approve the minutes of January 12, 2022. Motion carried: Yeas: Bennett, Bujalski, Herlihy, Oldmixon. Nays: None.

Item 1: Asset Management Update

Kyle McCammon and Nick Sceggell of DuBois and King reported that they have been working on developing a water model. The base of the model is from the map provided by the WEVD. It is a base map showing the locations of the waterlines and the inch size of the lines. Elevations have been added to each of the nodes, thus being able to develop a hydraulic model. The hydraulic model will be a valuable tool to WEVD for analyzing the system. There are a few confusing parts. Kyle is meeting with Steve next week to get some of the questions worked out. In some cases there may be no answers. The answers will be found in the field when site work is done in that location. The model will be able to estimate pressures in pipe locations. It would be valuable for Steve and Lakes Region Water to meet with Nick and Kyle to review work to date and give feedback on any information in the model that they may question as errors. Calibration work is next area of concentration to be added to the model. There is additional work needed to better understand how the pressure reducing

valves work in the system. The function at Reservoir needs to be better understood.

Ms. Bennett asked if this asset information would assist us with determination of a third water source. Mr. Sceggell indicated that the WEVD, in the past, had begun to investigate a third water source location. Some preliminary work was done. This location is the primary recommendation for a future third well source. There has been some talk of a possible interconnection with Campton but the feasibility of this is remote and very costly due to the volume of infrastructure that would have to be built to pump water to WEVD. There is a large elevation change between the two areas. It is expensive to pump uphill.

Mr Scruton was asked by the Committee to contact Campton to determine if there is any interest in an interconnection agreement.

Ms Bennett reviewed that there are currently two wells (water sources) for the WEVD. They are located within forty feet of each other. They both draw water from the same source area. If contamination of the source water was to occur it is likely that both wells would be contaminated. The NH DES is recommending a third source of water be pursued. In addition, WEVD as a public system is required to provide a determined amount of water pressure. A third source of water is needed because of growth in the WEVD, more full-time residences, more part time owner use, increased rental use, and building expansion. A third source requires a lengthy design and permitting process with NH DES.

Mr. Bujalski spoke to the fact that in 2017 an annual 200.00 water fee was implemented by previous commissioners. He stated that nothing was really done to move this critical need forward until now.

Nick and Kyle are still looking for water testing results from Steve.

Mr. Oldmixon questioned the Sunset Tank Site in regard to Mr. Bujalski's question for using a standing tank vs. cement vault tank. Mr. Bujalski clarified that he was talking about the Pegwood site. Mr. Sceggell indicated that a more detailed study needs to be done to solve this Sunset problem. The elevation map indicates the elevation difference between the two locations, Sunset and Pegwood is only a few feet. Static Pressure can create water quality issues if there is not enough water constantly

pumped thru the static water tank. Mr. Bujalski shared information indicating that overblasting was done at the Pegwood site location to allow room for future expansion.

Mr. Scruton indicated that a home that had been built recently did not have the required water pressure. In order to work out a solution, a tank and booster was put inside of the home. It is not an ideal situation for maintenance. Mr. Oldmixon indicated there are three or four more lots in that area potentially with the same problem. Lakes Region Water has indicated there may be other solutions at the line that comes to Taylor Dr., though more expensive.

A discussion on the term buildable lots resulted. It was determined that all lots in the WEVD are buildable if the owner wants to engineer the related property issues. The WEVD needs to look to providing the required pressure at the location hook up. Some areas of WEVD do not have transmission pipes in place to service all lots, thus there is the possibility that for some period of time a water hook up would be denied. There may be some circumstances where public water is not available and a well could be an option. Mr. Bujalski does not want these exceptions to become the rule. The WEVD needs to be able to plan for future pipe expansion and needed additional booster pumping stations.

Mission Statement:

Mr. Herlihy submitted a draft Vision/Mission Statement. Ms. Bennett modified the statement to conform to the models for mission statements and Level of Service agreements as provided by the NH DES.

Motion by Herlihy, seconded by Bujalski to accept the following mission statement:

Waterville Estates Village District's mission is to provide potable water to the Waterville Estates Village Community. This purpose will be guided by the best practices for water sourcing, treatment, and delivery to its users. These practices will be supported by a sustainable revenue structure of user fees, grants, and possible Bonds for large capital projects. The System will be operated according to the New Hampshire Department of Environmental Services standards for safe drinking water.

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

Discussion ensued as to the mission of the Committee. It is titled a Water and Roads Committee. Two important responsibilities. At this point in time there has only been a concentration on the water issues. It is acknowledged that as we get a master plan in place for water; there is a need for a similar process for a Roads master plan. We are in operational mode on roads. We can shift to future road improvements. There is 122,000 in the new budget for repaving of current roads.

Level of Service Document:

Using the models Ms. Bennett developed a DRAFT Level of Service Agreement. It is understood that until the Asset Management Plan is completed this is a draft format. Goals and Objective of the agreement will be modified from draft format to meet the plan needs.

DRAFT
Waterville Estates Village District
Level of Service Document

1.0 Introduction:

A Level of Service Agreement (LOS) defines the way in which the WEVD water utility Owners, Commissioners, Managers and Operators want the system to perform over the long term. It is an important part of the asset management program. As part of the LOS, a asset evaluation chart will be included. The chart lists the WEVD assets, the current condition of the assets and an evaluation of the condition and life of the listed asset. This evaluation will be the fundamental piece of how the system will be operated, and how the assets are replaced and renewed. This important information will assist in creating an annual water budget and plan for major capital improvements to the system.

1.1 Level of Service Development

(Insert Final Asset Evaluation Chart Here)

1.2 Level of Service Goals for Waterville Estates Village District Water Utility

The proposed goals have been organized into the following priorities:

System Reliability

Operational Performance

Effective Resource Management

Employee Development

1.2.1 System Reliability/ Water

The objectives for WEVD are to provide a reliable water system that meet drinking water quality standards, DES operational, pressure and permitting standards.

Inspect water tanks and well equipment
Flush water pipes
Exercise and clean valves
Systematically evaluate and repair pipe leaks
Investigate/ Identify/ Permit new Water Source to meet the growth and recreational needs of WEVD
Investigate/ and manage water pressures

1.2.2 Operational Performance

Complete and Implement the Asset Management Plan
Develop a Strategic Plan in 2022 which includes a capital plan
Develop Strategies for Funding Capital projects
Comply with NHDES regulations and Permits
Maintenance plan implementation to limit preventable events.
Respond to water service requests in a timely manner
Budget adequate revenue to cover yearly operations
Seek Grant and Low Interest Options for major Capital Projects.

1.2.3 Effective Resource Management

Maintain updated Master Plan for Water Service
Develop and Maintain Water System Maintenance Records
Water Service, Water Pipe Break History, Flow Records etc.
Implement Water Meter Installation Options that will collect water data
Implement a water leak detection and repair program
Implement psi procedures

1.2.4 Employee Development

Maintain Employee Certifications for WEVD Water required Certification/s
Provide training for effective municipal management practices

2.0 Level of Service Agreement

The objectives and goals described above provide the basis for the proposed Waterville Estates Village District Level of Service Agreement. See attached Chart as exhibit to this agreement.

3.0 Recommendations

The WEVD will review annually and report on the level of service to determine the effectiveness of operation, maintenance and service of the public utility. This report will be made available to the customers of the utility in an annual report.

Item 2: Recommendation to the WEVD Commission/ Award of Contract for Water Meters:

Mr. Oldmixon presented a review of the two presenting vendors who submitted proposals. He checked references of both companies. He believes both vendors would serve the needs of the community. Functionality of the cellular service was comparable. Meter life and warranty was similar. (ten years actual, 10 years prorated = 20 year warranty) The difference in the customer portal prices was significant. The cost for Stiles was significantly less than the TI Sales option. Stiles meters were slightly more than TI Sales. All in all, the cost overall was less for Stiles Cellular Read, Ultrasonic Meter with customer portal than TI Sales. Both Companies got good recommendations of system support and tech support. Cellular survey by both companies showed availability to read the meter signals in WEVD. Both have the ability to be read a hand reader if there should be a failure.

Discussion ensued on the format of the use of the customer portal. It was decided that the proposals were an inclusive software program and not a subscription service.

The bottom-line differences were only the cost relationship of the inclusion of the customer portal piece at the time of this bid.

Motion by John Herlihy, second by Stan Bujalski to recommend to the WEVD Commissioners an award of contract to Stiles Company for the purchase of Badger, Ultra-Sonic, Cellular read water meters, per the documented proposal.

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

Item 3: Management Update:
Ms. Bennett asked that we look into the permit process for a third well.

WEVD may need to amend the ordinance to permit drilling of some additional residential wells. Mr. Scruton is not ready to discuss this issue until more is known about area pressures in the system from the study.

Item 4: Annual Report

Mr. Scruton suggests that the report include the accomplishments of the committee and not be a look back on the past.

Needed prior to the next committee meeting. Right to Know allows a committee to finalize a draft.

Motion by Bennett, Seconded by Herlihy to revise the draft annual report and submit by 01/31/2022.

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

2021 Annual Report

Roads and Water Master Plan Committee

During 2021 the Water Committee secured bids and selected a firm to help WEVD develop a Water Master Plan. Dubois and King has done an evaluation of all aspects of the water system including, water use, sourcing, treatment and storage. Part of this process involved creating an Asset Management Plan which takes an inventory of the components of the water infrastructure, evaluates their condition and prioritizes their repair or replacement. The Committee applied for and received an Asset Management Grant from the NH Department of Environmental Services. This matching funds grant of $20,000 helped offset some of the costs associated with creating the Water Master Plan. The Asset Management Plan will help WEVD plan and execute system repair and replacement as necessary and result in fewer disruptions through preventative maintenance programs.

The Water Committee discovered that WEVD did not have a "definitive use water ordinance" which is required for all Community Water Systems. The New Hampshire Municipal Association (NHMA) recommended securing the assistance of an engineering firm to help draft this ordinance. Dubois and King provided the Committee with a model ordinance and helped shape it to fit our community and water system. The ordinance required a section on how the WEVD will fund the water system. This led to the decision that a metered rate would be the most equitable way to fund the water system. The Committee needed time to evaluate water meters and vendors to find the most effective system for our community and staff. In order to fund the water system for 2022, a temporary water rate structure was recommended and adopted. Funds from water rates will be held in the Water Fund and used only to operate, repair and improve the water system. The Committee has selected a vendor and meter and made its recommendation to the Commissioners.

Our Community Water system is more than 50 years old. As such, there are often water line breaks that lead to water loss and outages. The Committee has secured a free leak survey from the NH Department of Environmental Services. This Summer NHDES will examine a portion of our water distribution system to locate any leaks that may be present so that they may be repaired. The

Committee will apply this year to have the remainder of the system surveyed in 2023. Finding the leaks in our system will make it more efficient, productive and safe.

In 2022, the Committee will work on multiple facets of our Road and Water Systems but these are a few of our priorities:

1. NH DES recommended some years ago that WEVD develop a new water source. To that end a suitable well site was found and some initial work was performed. Due to increased demand from new homes, increased guest visitors and more full-time residents, it is time to complete the new well site.
2. The Sunset Tank and associated pump station need to be rebuilt.
3. The treatment station at the Ski area needs repairs.
4. Evaluation of our Road System and development of 5 and 10 year plans for repair, paving and expansion.

WEVD Roads and Water Committee

Citizen comments.

None

Next Meeting Date: 02/07/2022 at 8:30 am.

Adjournment:

Motion by Herlihy, second by Herlihy to adjourn the meeting at 9:59 am. Motion carried by all present. Meeting adjourned.

Approved: March 1, 2022

Jaime Oldmixon, Chairperson _____

Terry Bennett Co-Chairperson and Secretary:

Terry Bennett