Waterville Estates Village District

Roads and Water Committee Meeting Minutes

March 29, 2022

The meeting was called to order by Chair Oldmixon at 8:30 a.m.

The meeting was held in the Summit Lounge at the WE Community Center, 562 Winterbrook Rd. Campton, NH 03223.

Members present: Jaime Oldmixon, Terry Bennett, Stanley Bujalski, John Herlihy

Others present: Nick Sceggell (Zoom), Kyle McCammon (Zoom), John Scruton, Steve Baert, Marilyn Showstack (9:33 am), Allison Smith (10:20 am)

Approval of the Minutes from March 1, 2022.

Motion by Oldmixon, 2nd by Bennett.

Motion carried by unanimous vote.

Item 1: Nick Sceggell and Kyle McCammon of Dubois and King (D & K) provided an update of progress for the Asset management Plan. Sceggell referred to a meeting that he had the previous week with Mr. McCammon, Steve Baert, Peter Hilton (LRW) and Mr. Bujalski to review the map of the system. A request came out of that work session to install Data Loggers at various locations throughout the water system to record water pressure so that D & K can calibrate their hydraulic model. Mr. Bujalski stated that he had received one of the Loggers from Mr. Baert. He was unable to download the software to program the Logger and had brought it to the meeting to give to Mr. Oldmixon who had offered to download the software and program the Loggers for installation, get them installed at various locations and deliver the data to D & K.

Mr. Sceggell shared the map and hydraulic model via Zoom and a discussion to identify deficiencies or inaccuracies began.

Mr. Herlihy asked Mr. Baert about the location, condition and accessibility of the Pressure Reducing Valves (PRV's) in the system. Mr. Baert stated that all PRV's are in steel pits with lids some steel, some concrete (in roadways).

Mr. Sceggell stated that according to the Hydraulic Model there may be a way to eliminate the Sunset Tank by increasing the size of water main pipes that deliver water from the Pegwood Tank to the Reservoir/Summit side of the system. The reconfiguration of some PRV's may also be required. He will continue to study the question. If successful there could be a large savings to the community in that we would not need to rebuild the Sunset Tank and pump station. Mr.

Scruton stated that laying 2000-3000ft of water main at $100/foot is significantly less expensive than replacing the Sunset tank at $750,000-$850,000.

Mr. Herlihy asked if there was any evidence of corrosion or build-up within the water mains. Mr. Baert stated that most of the water mains are plastic. Mr. Sceggell stated that plastic pipes don't typically accumulate the kind of corrosion that is seen in metal pipes. Mr. Baert relayed the story of the most recent water main break on Pegwood Rd and how they found no build-up within the broken pipe when it was repaired. Mr. Sceggell requested that anytime the Water Dept. digs up a water main for repair or new connection that Mr. Baert email him the location, pipe size and material so that he can update the system map.

Mr. Bujalski asked D & K how accurate their elevation data is. Mr. Sceggell responded that they are using state of the art LIDAR data that is accurate to +/- 5 ft. He suggested this is more than adequate for the Hydraulic Model but that the Village District could hire a surveyor to verify the data if it wished. He also suggested that as construction projects are executed survey data could be collected.

Mr. Scruton shared with the Committee that water main replacement slated for 2022 would be conducted on Pegwood Rd due to the high incident of breaks on that line. He asked D & K whether the water main pipe size should be increased and what type of pipe should be used. Mr. Sceggell will investigate the pipe size using the Hydraulic Model and report back. A consensus of all present agreed that HDPE or fusion pipe was the strongest and most durable material to be used for our water mains.

Mr. Sceggell stated that there is a NH DES Funding Workshop April 11-15 and recommended the Committee attend. Mr. Oldmixon and Ms. Bennett stated that they had already registered and Mr. Bujalski said that he would be registering. Mr. Sceggell stated that he needs Water Dept. financial data for the Master Plan, specifically, billing procedure and rates. Mr. Herlihy stated that he had spoken with Rick Skarinka from DES about funding applications. Mr. Skarinka told him that until our Asset Management Plan is complete and we develop a Strategic Plan that identifies and prioritizes water system projects that we should not apply. Additionally, he suggested that we start with the most pressing issues and not try to ask for funding for all projects at once. Mr. Herlihy then asked Mr. Sceggell if the Asset Management Plan could be ready before May so that we have time to work on the Strategic Plan before the June 1st, pre-application deadline. Mr. Sceggell committed to having a draft ready for review at the Committee's April 14th meeting.

Item 2: Educational Program Design

Ms. Bennett began the discussion of the Educational Program Design by requesting input from the other Committee members. Mr. Oldmixon stated it should begin with a brief history of the water system. Mr. Herlihy suggested we include NH DES operational requirements. Ms. Bennett stated that we should include a summary of the Asset Management Plan and the WEVD Water Ordinance. Mr. Herlihy said to include WEVD growth/new homes data. Mr.

Bujalski stated that this data published in the Annual report has not changed for years. Ms. Bennett agreed that growth and its impact on the system should be included. Mr. Sceggell asked how many homes are serviced by the system. Mr. Oldmixon stated that the census used to calculate the water rate showed that there are 532 homes but that this needs to be updated for this year as some new homes were completed after the census was taken. Ms. Showstack was queried as to what she as a homeowner would like to see in the Education Program. She would like to know more about the water rate and how it is calculated. Additionally, she had questions about the installation of meters. Ms. Bennett then suggested we include the funding opportunities that are available from NH DES and what the Village District must do to qualify. Ms. Bennett will bring a draft to the next meeting.

Item 3: Recommendation to the Commissioners to Amend Ordinance Appendices

Mr. Oldmixon motioned that the Committee recommend to the Commissioners to amend the Water Service Connection Detail to include additional notes about electrical and plumbing safety(see attachment). Ms. Bennett seconded. Motion carried by unanimous vote.

Ms. Bennett made a motion to amend the fee schedule to reflect the actual cost of meters ($360 plus $279 for the K-horn where needed) now that they have been selected. Mr. Oldmixon seconded. Motion carried by unanimous vote.

Mr. Scruton asked the Committee to recommend the Commissioners approve the calculation for the second water billing based on the 2022 approved Water Budget and the 10% non-payment seen in the first billing. (see attachment). Mr. Oldmixon made the motion. Seconded by Mr. Bujalski. Motion carried by unanimous vote.

Item 5: Changing the name of this Committee

Mr. Oldmixon stated that a request had been made by the Commissioners for a recommendation to change the name of this committee to the Roads and Water Advisory Committee. Motion by Mr. Oldmixon. Seconded by Mr. Herlihy. Motion carried by unanimous vote.

Other:

Ms. Allison Smith asked the Committee for frequently asked questions that we have received about the water system, ordinance and water rates. She would like to include as much information with the next billing as possible. Her hope is that this will reduce misinformation and the number of questions she is required to answer which has been significant.

Ms. Smith also spoke about electronic bill payment and how the current system does not have the flexibility to accommodate multiple credit card fee amounts based on the different water rate amounts. She is working on a solution.

Citizen comment:

Mr. Oldmixon requested citizen comment from those in attendance or on Zoom. Ms. Showstack emphasized the importance of educating the community about the water system, ordinance and rate structure. Ms. Bennett suggested that Mr. Oldmixon host another Q & A session on Zoom that could be recorded and posted on the WEVD website. It was agreed to make this part of the educational program. Ms. Showstack requested that any educational information also be made available in print as many do not care for electronic media.

Next meeting set for April 14, 2022 at 6pm

Mr. Oldmixon motioned to adjourn. Seconded by Mr. Herlihy. Motion carried by unanimous vote. Meeting adjourn at 10:31 a.m.

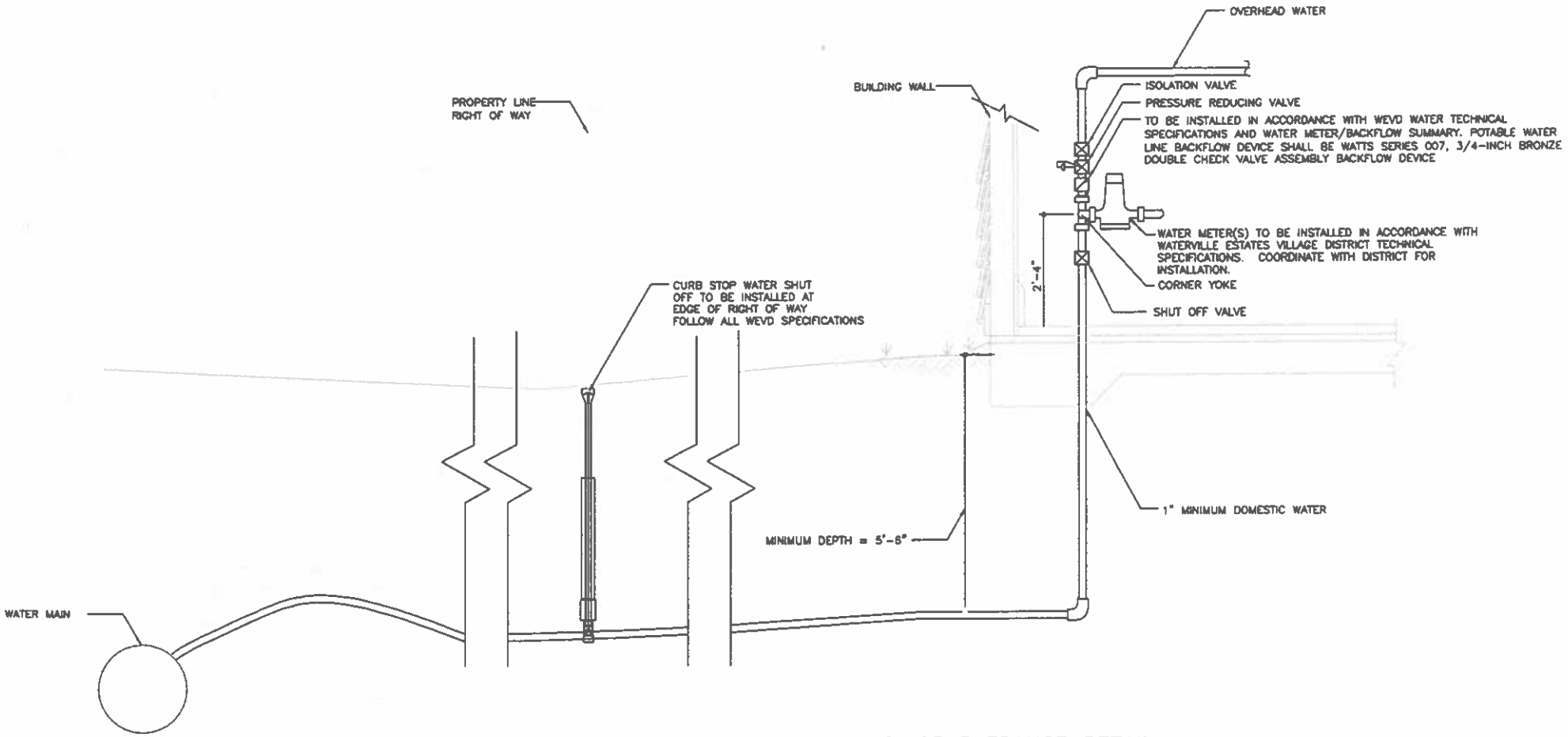
Approved: April 14, 2022

Jaime Oldmixon, Chair: _____

Terry Bennett, Co-Chair, Secretary: Terry S. Bennett

Notes: 1) Plumbing system should be inspected by a licensed plumber to ensure safety and compliance with current codes. In particular, an expansion tank should be installed to prevent damage by pressure build-up from the hot water heater.

2) Electrical system should be inspected by a licensed electrician to ensure proper grounding.



DOMESTIC WATER SERVICE ENTRANCE DETAIL

NOT TO SCALE

Draft

Water rate adjustment

Total for 2022

	Budget approved	$ 532,455.00	
	10% noncollect	$ 53,245.50	
	Total due	$ 585,700.50	
	60 % Availability	$ 351,420.30	
	838 Properties	**$ 419.36**	**Fixed Charge**
	40% Usage	$ 234,280.20	
313 undev.	**1977 occupant**	**$ 118.50**	**Usage charge**
838 lots	1 per unit plus # bedrooms		

	Annual Rate Adjust		1st half billing	**Second billing**
	undeveloped	$ 419.36	$ 161.10	$ 258.26
	one bedroom	$ 537.86	$ 252.14	$ 285.72
	two bedroom	$ 656.36	$ 297.67	$ 358.69
	three bedroom	$ 774.86	$ 343.19	$ 431.67
	four bedroom	$ 893.37	$ 388.72	$ 504.65
	five bedroom	$ 1,011.87	$ 434.24	$ 577.63
	six bedroom	$ 1,130.37	$ 479.76	$ 650.61
	seven bedroom or larger	$ 1,248.88	$ 525.29	$ 723.59