Waterville Estates Village District
Roads and Water Committee
Minutes of September 6, 2022
(AMENDED: SEPT 20 2022)

Ms Bennett called the meeting to order at 8:30 am on September 6, 2022. The meeting was held in the Summit Lounge, Community Center at 562 Winterbrook Rd., Campton NH 03223.

Members Present: Bennett, Bujalski, Herlihy(arrived at 8:39 am), Panuczak

Others Present: Ron Beard, Steve Baert, Allison Smith, Nick Sceggell

Approval of the Minutes of June 17, 2022:
Motion by Bujalski, seconded by Bennett, to approve the minutes of June 17, 2022 as presented. Motion carried: Yeas: Bennett, Bujalski. Nays: None. Abstain: Panuczak. Absent: Herlihy (arrived at 8:39 am)

Item 1: Election of Committee Chairperson
Motion by Bennett, seconded by Bujalski, to elect Mr. Panuczak Chairperson of the Committee.

Mr Panuczak spoke to the issue of Commission members being only ad hoc members of the committee. But if no one else was willing to step forward he would do so with need of support. Ms. Bennett indicated that soon she would be at her winter residence in Florida and not present in the estates for some months. She indicated she would still participate via Zoom and is willing to continue to send forward the agendas and transcribe the minutes of the meetings. No other committee members spoke up to accept these committee responsibilities.

Motion Carried: Yeas: Bennett, Bujalski, Herlihy, Panuczak

Item 2: Discussion of Planning for the Strategic Plan for WEVD Water System.

It was noted that all three of the preliminary grant application projects submitted to the NHDES made the top 100 in rank. The well projects came in at # 38, Pump Station improvements at the Ski bowl came in at #41 and the third project at # 63.

Mr Panuczak asked the process, what is next? Mr Sceggell indicated that a public hearing process at the state was held. He did not believe that the rankings changed during that process. Next the State will determine how many of the projects can be funded. Projects within that funding ranking number will be required to submit a final full application. NHDES wants to make sure the applicants can prove assurance that the loan can be paid back. They want to know there is a good management plan in place. The Annual meeting would have to put forward a Warrant Article for approval to accept the low interest loan/grant. If approved by the residents, the projects listed above would move forward. If the Warrant Article is not approved, then the WEVD must figure out alternative funding sources for the projects. As a summary the three projects include: site and build a new well, rebuild and relocated the treatment site at the Ski Bowl, and several hundred feet of water transmission line replacement. the preliminary grant request was for 2.1 million dollars. If the project is not approved for funding of grant/ loan dollars this year than other options include, private funding, municipal bond banks, and tax base funding.

Ms. Bennett stated; the strategic plan should include the assets identified in the Asset Management Plan, and project an improvement plan over a specific period of time, perhaps 10 years. These projects need to be funded outside of the dollars set aside in the annual budget for maintenance of the system. As example, this year money was set aside in the budget for line replacement. This did not happen because water leak repair has use up much of that budgeted money. Unless we find a way to set major repair money aside we will never make progress on the major repairs. We need to adopt a proactive approach to repair in addition to being reactive to repair needs. The strategic plan would give the budget committee a blueprint for these additional needs of the water system as outlined in a strategic plan. This plan is a fluid document and would have to be evaluated and revised as changes result.

Mr. Herlihy stated this is a great idea. However, we don't have the data. We have no record of water breaks to start knowing how to improve the infrastructure. Mr Baert was asked by Mr Herlihy if we currently have a tracking system to do that now. He indicated we do not.

Mr. Sceggell spoke to looking at invoices paid for leak repairs. A back door way of getting information. He also noted that it may be a few thousand dollar investment for the District to get an iPad to use in the field

for updating / tracking the system and on-site work. (Identify pipes and verify curb stops, etc.) Many communities are using ARC GIS on line software. Mr. Panuczak added, that he has spoken to Campton. Campton uses the ARC GIS software and is willing to assist us with a layer to the system. He is willing to talk to Thornton to see if they have the same opportunities and use the same software. Mr Sceggell suggested the WEVD would still most likely have to pay a fee for software access and building the layers for our needs that do not exist from the two communities data layers our the layer from the Asset Management Plan.

First steps would be for Ron and Steve to talk with Campton and Thornton to see what is possible. Mr. Panuczak is willing to go with them.

Mr. Bujalski suggests that it would be valuable for us to invest in the cost of the GIS system and a quality metal detector. The savings of staff time to locate and affirm buried water assets is time consuming and an expensive staff cost.

Mr Sceggell suggested contacting Luis Adorno about a future asset management grant for this purchase.

The Committee discussed money opportunities and it was affirmed previous years unreserved funds could be appropriated for Water System improvements thru an approved Warrant Article at an Annual Meeting.

Next process is a scope of work and costs proposal from DuBois and King for the Strategic Plan.

Mr. Panuczak suggested that the Budget Committee plan for 75,000.00 for line improvements in the next budget year of unreserved fund by approved warrant article. This money would be earmarked for strategic improvements. Maintenance of repair of leaks would be include in the annual operations budget.

Mr. Beard spoke to need for the strategic plan to direct to what we know historically in major improvements but also what is coming up with growth needs in the system. (Development area needs.)

Mr Bujalski stated that in his opinion the number one priority is a new well. He asked what is the status of the new wells? Six years ago it was

brought up as a serious issue and here we are today with nothing done. It should be the top priority funding or not.

Mr Herlihy stated that the priority of the WEVD should be drinking water and not snowmaking. The Priority of the HOA should be to develop a water source for the snowmaking activity as suggested by use of the pond.

Mr. Bujalski summarized by saying that whether it is leaks or snowmaking is not material. The fact is we have lost water in the past. It is very likely to happen again. When this loss happens, we are in the same place with a panic situation saying what do we do now! We need to build a new water source regardless of funding. Get a Warrant Article and move this along.

Mr Panuczak stated that as of right now there is no funding in this years budget or an approved warrant article to appropriate funds for this purpose. There are no tax dollars to do it currently. If there is no money in the checkbook currently for this purpose.

Mr Bujalski understands the process but if a water loss occurs money will have to be found.

Ms Bennett asked what is the process to get ahead of the grant process in determining the site and construction of the well?

Mr Sceggell said the first step is to see if WEVD gets the grant. The following step is identify the new source location. We need to get Jim Vernon involved who is the Hydrologist who located a potential site. The site has access road issues. Another step is to develop a preliminary scope of work.

Nick suggests that a meeting be set up in two weeks to meet with Jim Vernon to begin the process of developing of a scope of work for the new well. He suggests September 20 at 8:30 am.

Item 3: Discussion of proposed Ordinance Revisions.

Mr Panuczak indicated currently we have the first owner developing a home site on Myrtle Lane. The line runs down Winterbrook. Additional pipe needs to cross Winterbrook, and then a line needs to go down Myrtle

Lane to service the lots on the street. The ordinance doesn't have strong language on the extensions. Steve could manage and supervise replacement/extensions. As in the case with Myrtle Lane, the district would put in line; charge the hook up fee; plus the pro-rated amount for the line for each lot. The risk is collection of the entire sum of dollars would not occur until a later date with the development of each lot. If lots were not developed at all there would be some amount of money not recovered by the the district. The resounding positive is the transmission would be put in to our WEVD standards and WEVD would be in possession of the line from day one. The ordinance refers to a builder putting in line and it remaining with them for a years or more period of time. The single owner's interest is to provide water to their home. The districts interest is to provide reliable water service to all the lots along the road. Mr Panuczak thinks that there are only three remaining locations where this may be an issue, including Myrtle Lane.

Mr Baert indicated that the owner and builder located a stop to a water line and opened it up and saw water. They assumed they had a line to hook into. What they found was a line put in by the original developer in the 1970s which was not documented on any water transmission line map and which had never been hooked to the system or integrated with water in any way. The current condition of the unused pipe is undetermined. The current cost of the hookup was based upon use of the undetermined pipe in the ground. Replacement of the pipe would be much more costly. The pipe in the ground stops at an open ditch that was never closed.

Mr Herlihy spoke to the developers responsibility to be responsible for the line extension for the water service. He was firm this responsibility lies with them and their responsibility to due diligence related to their property purchase.

Mr Bujalski felt the risk for financial recovery is iffy. There are a number of lots in the District which will never be built upon. The suggestion does not allow for recovery on those lots. That loss is unknown. He suggested we need a more case by case consideration based on conditions. He also objects as to the deferred cost recovery plan.

Mr. Panuczak stressed the need to have consistent standards for build out of the Water System. He recognized at this time there is no conscious to

amend the Ordinance at this time. Mr Panuczak suggests that in next years budget, 20,000 be added and dedicated for line replacement work.

Additional discussion was related the ability to of the WEVD Water District to deny connection to system based on water capacity. The Ordinance allows for denial based on several conditions including pressure, capacity of the system. Mr Sceggell indicated the model to project pressure and availability is still under development contingent upon a body of data from the recently installed main line water meters.

Ms. Smith suggested the Ordinance language does address extensions of the system. Discussion ensued. (AMENDED: Ms Smith noted that the current ordinance requires a developer or homeowner to maintain a water extension for two years then it is turned over to WEVD. Mr Panuczak was concerned the WEVD could not assure the extension was built/ designed to accommodate the demand to all lots intending to receive service from that extension. Mr Bujalski noted if the WEVD was to eventually take over responsibility for the extended water main then the WEVD should definitely have the right to assure it meets the requirement to provide service to all the lots.) Ms Smith asked the Committee to address possible violation language per Ms. Patti email question. Mr Sceggell indicated the new ordinance is an educational opportunity. Folks need to know that a prosecutable offense now exists. If after education there are continual violations then legal action for prosecution can be considered. It was noted that in the addendum to the Water Ordinance violation fee schedule is listed. It may be prudent to include a written permit procedure with a violation schedule to a person requesting information on water hook up permits.

Item 5: Other

Covered in items above.

Set Next Meeting Date: September 20, 2022; 8:30 am at the Community Center

Adjournment:
Motion by Bennett, seconded by Bujalski to adjourn the meeting at 10:40 am. Motion carried by all members present.

MInutes Approved :_____

Chairperson Signature:_____